

Working procedure PHYSICS LABORATORY, SSME (Room: 5118.-140)

If you want to work at a lab of the SSME you need to fill an Experimental form (these are to be found at <http://www.ssme.nl/en/facilities/safety-documents.html>). The form should be signed by you and your supervisor, as well as by Jacob Baas (5118.-143, ext. 4417). Only when that form is ready the planning of an experiment can be done safely and efficiently.

All authorized users must receive instruction in and demonstrate an understanding of safety and the operation of the experiment before starting unsupervised work.

User from other group outside SSME are not allowed in the lab alone. Always a member of the SSME should be around.

Next to the filling of the Experimental form, every user of a particular set-up is requested to fill in the corresponding **log book**: his/her name, phone number, group name, date and experiment (referring to the Experimental form).

Different members of the SSME group are designated as responsible for the different equipment. You should contact them in order to plan an experiment. These are (sept. 2014-sept. 2015):

MPMS (SQUID): **Machteld Kamminga (ext. 4406, Room: 5117.0018)**

PPMS: **Ngo Truong Ngoc Mai (ext. 4406, Room: 5117.0018)**

Probe stations/cryostats/ferroelectric testers: **Justin Varghese (ext. 4415, Room: 5117.0013)**

Alternative contact: **Jacob Baas (Group technician, ext. 4417, Room:5118.-143)**

You are not allowed to make repairs or modify equipment. Only authorized and specially trained individuals are allowed to make repairs or remedy malfunctions in laboratory equipment.

There should always be a second person present within close distance (audible) when performing an experiment.

Make yourself familiar with the personal safety tools and protection when working with cryogenic liquids. Collect all items necessary in advance.

There can be strong magnetic fields inside the laboratory. The following items are not allowed in:

- LOOSE METALIC OBJECTS (IRON, STEEL AND OTHER FERROUS MATERIALS MUST NOT BE TAKEN CLOSE TO THE CRYOSTATS)
- NO CARDS CONTAINING MAGNETIC CONTENT (MEMBERSHIP, ATM, DEBIT OR CREDIT CARDS)
- PACEMAKERS
- METALIC IMPLANTS
- NEUROSTIMULATORS

If you are pregnant, you should not be at the lab when the magnetic fields are on.

Waste should be collected and disposed in the correct manner, not only at the end of the experiment but every time you leave the room.