Contact Information for lab staff:

Name: Dr. Rebecca Lam
Instrument: Neptune Multicollector ICP-MS
Office: CSF-1232
T: x3314 (Office), x6791 (Lab)
E: rlam@mun.ca

Name: Dr. Sebastian Kommescher
Instrument: ElementXR ICP-MS
Office: CSF-1230
T: x2911 (Office), x6791 (Lab)
E: skommescher@mun.ca

Emergency Information
CEP: 864-4100
Other emergency: 911 (if dialing from the lab phone, press 9-911)
MUN Health and Safety: 864-3786

To be granted access to the LA-ICP-MS Lab, the user must agree to abide to the following lab rules. These rules are in place to ensure personal safety, to avoid damage to equipment and to provide an efficient workflow. Ignoring rules may result in denied permission for lab access in the future.

Lab Safety
1. All MUN lab users are required to have successfully completed **WHMIS** and **Lab Safety** training. Visiting users should have equivalent training from their home institutions.
2. Lab users must abide by safety precautions as outlined by lab staff. There is signage throughout the lab to remind users of any chemicals present and other safety issues.
3. Notify staff immediately of any spills or safety concerns. It is important to remember, **users have the right to refuse unsafe work**.
4. Lab users should familiarize themselves with the location of the fire alarms/exits, fire extinguishers, eyewash stations, and the Assembly Point in case of building evacuations.

Sample Preparation
1. Lab users are expected to prepare their own samples for analysis. If there are any questions regarding sample requirements, the user should consult with lab staff.
2. It is the user's responsibility to ensure that:
    a. Samples for laser ablation will fit in the laser sample holders.
    b. Samples for solution analyses are prepared in a suitable matrix.
    c. All samples are labelled.
    d. Supporting information is available to assist with the analysis where applicable (*e.g.,* photos, BSE or CL images, markings on sample surface, elemental concentrations etc.).
3. Samples may be dropped off ahead of time to reduce set-up time on the day of analysis.

Sample Analysis

1. Instrument usage is booked ahead of time by contacting lab staff.
    a. Lab time is dependent on the availability of the instrument and lab staff. The minimum session that will be booked is one full day.
    b. The lab schedule is available publicly via an online calendar on the lab's website.
    c. Users are expected to show up on their scheduled day. If a user cannot make their scheduled time, he or she must contact the lab staff to make other arrangements. Repeated failure to comply with this may result in the supervisor being charged for the time.
2. Users are expected to be present in the lab to run their own samples, under supervision of the lab staff.
    a. Lab staff will set up the equipment at the start of the session. Lab staff will provide training, instruction and guidance on how to properly use laboratory equipment. Questions are welcome, the lab staff are here to help!
    b. At the discretion of lab staff, users may be granted permission to continue analyses into the evening hours without supervision.
    c. Lab staff should be notified <u>immediately</u> if there are instrument errors or if anything unusual is observed in the lab. Only lab staff are permitted to troubleshoot the instruments.
3. It is the user's responsibility to retrieve their samples after their session. Any unclaimed materials may be discarded by staff.
4. Arrangements for data processing should be discussed with lab staff.
5. Acknowledgements to CREAIT and the LA-ICP-MS lab should be made when publishing data collected from the facility.

By signing below, you acknowledge that you have completed WHMIS and Lab Safety Training, read the rules above, and comply will all lab rules and protocols.

Name *(please print):* _____

Supervisor name (if applicable): _____

MUN Dept. or Institution: _____

Signature: _____   Date: _____

I acknowledge that the lab user above has received the training necessary and will be granted access to the lab.

Signature of lab staff: _____   Date: _____