

Use of capital equipment within Meerholz Group

Surface Science Laboratory (HS017) Facility Rules

Updated last: Feb. 2023

Responsible person: Dr. Selina Olthof

Access to the equipment

Only trained personnel is allowed to use the equipment!

Rules of conduct

- This is a shared work space, users are required to clean up after themselves.
- Parts that will be used inside the ultra-high vacuum cluster tool (sample holder, tools, etc.) can only be touched and handled with gloves.
- Any unusual occurrences have to be reported to the responsible person in a timely manner.
- If vital parts of the cluster tool fail, all current users have to be informed.

Booking the equipment

- Measurements/evaporation plans for the upcoming week have to be announced in the weekly user meeting on Friday (9 am).
- Afterwards, specific equipment within the cluster tool needs to be reserved in the online calendar (<https://booked.uni-koeln.de/meerholz>).
- If the system frees up unexpectedly, the other users should be informed.

Documentation

- To ensure optimal reproducibility of processes within the facility, stringent documentation is enforced. This strict procedure will simplify error tracing and will allow future users to reproduce and/or modify previous preparations, thus minimizing time spent on unproductive trial-and-error. The documentation includes:
 - a digital logbook summarizing all experimental parameters, data on the sample material, used substrates, and general status of the equipment.
 - paper-based *Data Sample Sheets* which are archived in the laboratory and include preparation as well as measurements details of each sample. These notes are linked to the logbook with a unique identifier.
- To support researchers and research consortia in sustainable research data management (RDM) along well-defined guidelines, UoC has set up the 'Cologne Competence Center for Research Data Management (C3RDM)'. Their services are fully available to this facility.

Gez. K. Meerholz