Operating Procedures AFM Lab (CHE 100) during COVID 19 Restart

How to make a booking:

- Bookings for approved work will continue to be made by e-mail request to the instrument manager (IM) (kevin.mceleney@queensu.ca). Additionally, please forward the approval e-mail from VPR to prove approved status of the work.

Preparing Samples:

- Users can leave their samples on the sample shelf outside CHE 115 when they have been prepared. Samples should be in containers that have been cleaned with alcohol/disinfectant and then only handled by gloved hands. Please use glove best practices during the transfer of samples from your lab to the sample shelf. Additionally, ensure samples are well labeled, remembering that alcohol will remove Sharpie markings.

- Submitted samples will be kept until the restrictions have been lifted. If the samples are required for further work, please inform the IM and arrangements will be made for the samples to be disinfected and placed back on the sample shelf after imaging.

How to use the facility

- Users should be familiar with and following the department’s return to work plan (available on the department’s COVID-19 website). Please note and respect all posted signage in the instrument room.

- If you are an external user to the department coming to use the SEM, you will need to go over the department’s COVID safety presentation (https://www.chem.queensu.ca/sites/webpublish.queensu.ca.chemwww/files/files/COVID-19/CHEM-COVID-Safety%2020200605.pdf) and sign the disclaimer stating that you have read and understand the plan (found at https://www.chem.queensu.ca/safety/covid-19, under Chemistry Safety Training & Disclaimer) prior to accessing the department.

- Upon entering the room to perform AFM measurements the user should wash their hands and put on a new pair of gloves before handling any of the equipment.

- If the IM is running the samples, one student may be in the room to observe data collection. They must be behind the tables that split the room to maintain the 2m physical distancing restriction. Alternately, a MS Teams session can be arranged for the user to remotely observe data collection (preferred method). If an authorized user is collecting the data, they may operate independently. Other persons should not be congregating near the AFM while it is being operated.

- Once data collection is completed the image files will be shared via the OneDrive.
• The user should replace their gloves and disinfect all surfaces at the AFM table after using the instrument. Sign the log book prior to leaving the facility.