

PLEASE READ VERY CAREFULLY:

1. **NO SHOW:** IMAGE center has been very busy with schedules. To enhance productivity and reduce waiting time for appointments, we have introduced a “NO SHOW” policy. The PI will be charged for the appointment duration for the ‘NO SHOW’. It means that if you have booked an appointment, but you do not show up with your samples for the appointment, we will charge you for the whole duration of your appointment according to the instrument you booked.
2. **CANCEL/RESCHEDULE:** If you need to cancel or change your appointment date and time, please send us an email to imagesiuc@gmail.com at least three (3) days prior to your appointment. We will reschedule or cancel your appointment accordingly. At the same time, we will be able to provide your appointment time to other users. This way, all the researchers/users will have a fair chance to use the facility.
3. **INFORMING PIs/ADVISORS:** All students must provide a valid BP number and must copy their advisors in the email for the IMAGE appointment. It is mandatory to keep the advisors aware of all of your IMAGE appointments.

Sample Information for IMAGE

Name of the students/staff:

Name of the PI:

BP number for charge:

Date and time of the appointment:

Duration of the appointment: hours

Sample information:

Please provide the following information with your samples:

1. Details about your sample:

Circle or check if you sample is:

Solid

Liquid

NOTE: If sample is solid, it must be completely dried in an oven at 100 °C overnight. If the sample cannot be kept at 100 °C overnight, please dry the sample at 40-60 °C for an extended period of time (18-24 hours). Wet samples cannot be run in high vacuum, but the wet samples can be run in ESEM. ESEM images may not provide images at high magnifications.

If your sample is/are biological sample(s), please provide a brief description.

2. Is your sample stable in high vacuum? Will your samples evaporate in high vacuum?

YES

NO

3. For biological samples, please circle if it is: virus bacteria fungus other.

Please provide detail if you circle "other".

Name of the microbes:

4. Is your sample infectious?

Yes

No

If it is infectious, please provide detail on the sample:

If it is deactivated, please write down how it was deactivated.

5. Number of samples to run: _____

6. What characterization are you looking for, please circle it:

SEM:

Yes No

TEM:

Yes No

EDX:

Yes No

Backscattering:

Yes No

AFM:

Yes No

CPD:

Yes No

Sputtering:

Yes No

Ultramicrotome: Yes No

Confocal microscopy: Yes No

Wide-field optical microscopy (conventional optical microscopy): Yes No

For TEM/AFM samples, please send an email to: imagesiuc@gmail.com

7. Please provide any relevant details that will help us provide you information you are looking for.