

## X-Ray Lab – safety instructions

### Lab

1. Fill in the file “X-ray Laboratory Appointment Form”.
2. Working in the X-ray lab is allowed only for trained users and after approval from Jiewu.
3. Before you start, please wash your hands.
4. Do not eat/drink in the lab.
5. Do not turn off the air conditioning.
6. If you don't know how to do something, **ASK!**  
**NEVER** do something that you are not sure how to do it.
7. Put everything back to its place after using.
8. Keep the lab clean. Dispose of any waste when you finish working.

### Computer

9. Never change any settings on the computers in the X-ray lab! Do not install any programs on the computers, do not restore any settings, and NEVER press “update” for the Windows version.
10. The X-ray computer is disconnected from the internet, do not try to change it!
11. Copy data on the analysis computer.
12. Data will be made available on a web server. Network:\\10.150.4.73\xrd-web

### Samples and Machine

13. Before working, read the MSDS of your material.
14. Take your samples with you. Clean the table and do not leave spilled powder. Do not throw samples to the garbage. Unrecognized samples will be thrown away.
15. Do not touch the X-ray machine and the computer with gloved hands.
16. Do not open the door during the scan (unless it is an emergency).
17. If you don't need your session, cancel it at least 48h before.

### Help

18. Call for help if needed by 0754-88077167\13534912391.