

CSM-CEMPS Lab Process Outline – for new users or new projects.

This document outlines the order of stages required for new lab users or new projects that require lab work and is intended for Exeter University staff and students.

External persons (non-Exeter University): please email the lab for advice and the lab will advise. Email contacts for lab staff are on the University website, CSM pages. Please ensure requests are emailed to lab staff.

Exeter University staff and students: all lab users should follow the process below. Good planning is critical to avoid disappointment and reasonable time frames should be aimed for and understood for all work. Availability is dependent upon lab workloads, existing bookings and lab staff availability.

1. **Project Form** – The lab user will typically email Lab staff, who will send a welcome email with some info/forms and ask them to complete a project form so that the Lab Team can assess their needs.
2. **Project meeting** – Once the Lab Team have the form, it will be assessed and a meeting may be organised with the lab (for example via TEAMS) to discuss the details. This is where they meet lab staff, ask questions and discuss the proposed work.
3. **Covid-19 times** – The user is asked to complete the University courses and checks, and then attend a building induction session. For this building induction, an email will be sent with the details and an invite to the next session (when its available).
4. **Lab induction** – New users don't have a standard lab induction, so this is done next. If an induction exists, it must be for the area/task required, otherwise it will need to be updated.
5. **Specific training** – This is for instruments and any tasks that the lab team can deliver. We also help with Health & Safety forms as required (RA and COSHH, Radiation).
6. **Sample assessment form** – This is mandatory and must be completed before any samples come into the lab. The completed form must be emailed to the lab and checked by the lab team prior to any work.