

Policy document for MACAL

Background

MACAL (Materials Analysis Center at Arrhenius Laboratory) supervises the use of a large part of instruments at the Department of Chemistry (CHEM), Stockholm University, located at the Arrhenius Laboratory. Electron microscopes and related equipment are not supervised by MACAL but by the Electron Microscopy Center (EMC). MACAL was established to ensure that equipment of general interest is maintained at a high level and available to researchers at the department and also to external users. MACAL has economic responsibility for the running costs of supervised equipment, including services, maintenance and consumables. A suitable user fee system is therefore established to cover costs, as described further below.

Instrumentation is organized into units. Each unit is headed by a manager who is responsible for (i) the economical aspects of a unit, (ii) the maintenance and accessibility of instrumentation and (iii) efficient user training. A unit manager has also broad competence in the processing, evaluation and interpretation of measurement data. A unit manager will approve independent users and – if needed - serve external users.

Further aims of MACAL are to coordinate the department's competence and use of instruments for materials characterization in interdisciplinary areas, to advertise the department's expertise and equipment outside CHEM, act as a consultancy in the field of materials characterization and provide practical training on a regular basis, both for internal and external users.

Units under MACAL

- X-ray diffraction
- Spectroscopy
- Surface analysis
- Thermal analysis
- Soft matter characterization

Access

New users who want to use equipment supervised by MACAL must contact the corresponding unit manager, specified on the homepage, and undergo training until they are approved as independent users. *Only independent users are entitled to book and operate instrumentation.* Note that for the AFM instrument in the soft matter characterization unit there is the possibility to attain “advanced user” status after additional rigorous training. This possibility is, however, limited, see policy document of the soft matter characterization unit.

For MACAL being able to operate as an open user facility, it is of utmost importance that users comply strictly to the rules and procedure set up by the unit managers for using MACAL lab space and instrumentation. Operating equipment not according to training procedures, manipulating equipment, or operating equipment without booking is considered unauthorized use and can be penalized in the form of additional fees or even suspension.

Costs

User fees for the use of instruments supervised by MACAL are set individually for each instrument by the responsible unit manager, in agreement with the management of MACAL. There are three levels of fees: *internal (departmental)*, *external academic* and *non-academic* users. Non-academic users may also be provided with a quote for a desired service. Highly frequent usage of instruments, or usage of instrumentation over extended periods of time, may give rise to discounted user fees, which is at the discretion of the unit manager. Internal use is considered as research work within a project that is hosted by the Department of Chemistry, Stockholm University or instrument use for teaching purposes. Students that carry out diploma work and are registered as such at the department are considered internal users. Different fees are furthermore set depending on whether the user alone carries out the measurements or if operator help and/or data evaluation is required. *Users will be made liable if instruments or accessories are damaged by unauthorized or negligent handling.*

Contact persons

Prof. Ulrich Häussermann	ulrich.haussermann@su.se	Oversight
Dr. A. Ken Inge	andrew.inge@su.se	XRD
Dr. Mirva Eriksson	Mirva.Eriksson@su.se	TA
Dr. Jing Li	Jing.Li@su.se	Softmatter + surf
Dr. Alex Iles	Alexander.Iles@su.se	Spect