

While you're here at MHATT-CAT...

(or, how to not tick off the MHATT-CAT staff)

⇒ Safety

- Safety is of the utmost importance at the APS and at MHATT-CAT. We try to reduce, if not eliminate, hazards as much as possible. If you are ever unsure, always feel free to ask for help! The CAT staff (and APS staff, including the Floor Coordinators) are available to answer safety concerns.
- APS Training and MHATT-CAT Sector Orientation are required for all users before any hands-on work is performed at MHATT-CAT, as well as a signed User Agreement from the user's home institution. And don't forget to fill out an end-of-run form when your beamtime is done.

⇒ General Cleanliness

- Cleanliness is the better part of safety. If you drop it, pick it up. If you use it, put it away. If you leave, take it with you.
- Please be respectful of shared areas, which is basically the entire CAT. Whether you are at the beamline, in a lab, or in the office area, others work there too.
- At the end of your experiment, please schedule time for cleaning and straightening up. Do not expect this to magically happen as you catch the next plane out.

⇒ Office

- The corner office (432D-006) is available for user use, with a phone, computer, and network connections. Long-distance calls are reserved for MHATT-CAT members and associates.
- The table in the central office room (432D-001) is sometimes used for work. Please clean up after yourself if you eat there. If you work there, don't do anything that would be ruined by stray drips, splatters, or fingerprints.

⇒ Water

- The water cooler is for your convenience. Please replace empty bottles.
- The cooler only supplies water. ***THERE IS NO DRAIN.*** Do not pour water there.
- There is no other source of potable water at MHATT-CAT. Water and (usually) soap for washing the coffeepot, cups, dishes, and silverware is available in the C pentagon's kitchenette (behind the vending machines).

⇒ Appliances

- The refrigerator, microwave, and toaster in 432D-002 are for your convenience. Please keep them clean. Do not abandon old food in the refrigerator.

⇒ Coffee

- Those who drink coffee, purchase the coffee. If you plan to have more than a cup or two, you are expected to purchase coffee, and sugar and cream as appropriate.
- When the coffeepot is empty (or the coffee is too old to drink), turn off the coffeemaker and rinse out the pot.
- Some mugs are available for your use. When you are done, please wash them and return them to the coffee area.

⇒ Copier

- Only use water to clean the glass (**NOT** Windex, **NOT** alcohol, **NOT** spit, etc.).
- Only use transparencies made specifically for use with this copier (not the same transparencies as the old copier or the color printer). As the resulting damage is not covered by our service agreement, **you** will be responsible for all repair costs.

⇒ Computers

- Depending on your experiment's needs, you may receive computer accounts on MHATT-CAT's Linux or PC networks.
- Use of clear-text passwords are highly discouraged if not forbidden. Thus, telnet and ftp are to be avoided, and programs like ssh, sftp, scp, or filezilla are to be used instead.
- Feel free to ask staff for assistance with printing, scanning, backing up data, installing programs, mounting disks, etc.

⇒ Labs, Tools, and User Machine Shop

- The safety captains of the Electronics Lab and the Wet Lab are, respectively, Dohn Arms and Eric Dufresne. Please see them if you have any questions about using any equipment in either of them. Please use the appropriate lab for your task.
- We try to keep the tool chests reasonably organized. Please replace tools in the correct location.
- Dohn Arms is the lab captain for the User Machine Shop in 432-C. Please see him if you want to do any machining or use any hand tools or the bandsaw in the Electronics Lab.

⇒ Shipping, Hazardous Materials, and Chemicals

- At the conclusion of an experiment, users must return all of their samples and equipment to their home institution. This task is the user's responsibility and should be completed before the user departs.
- Hazardous material must be shipped in accordance with all applicable regulations. Don Walko or Eric Dufresne may be able to guide users through the paperwork.
- If hazardous material is to be shipped to MHATT-CAT, then Eric Dufresne, the Sector Manager, should be notified at least four weeks beforehand for approval and preparation.
- If any part of an experiment generates waste, contact Eric Dufresne beforehand to plan for waste collection and disposal issues.