

Procedures for Sample Testing and Analysis:

- 1) Initially the requisition form is to be filled by the beneficiary and should submit the form to the Head, CIF.
- 2) For in-house members the samples should come through proper channel for testing and characterization.
- 3) Once the requisition form is received the time slot (Time and Date of test) will be informed to the beneficiary through email.
- 4) In case of utilization of the facilities, the testing/analysis of the samples which are a part of external and internal funding projects will be given first priority. The projects should have in-house faculty/staff members as one of the investigators.
- 5) Any emergency analysis, a special approval should be recommended by the concerned head of the institution/Research guide to the Vice Chancellor. On receiving the recommendation to the CIF team from the VC Office necessary arrangements will be made on priority basis.
- 6) If the samples are not claimed till 30 days of receipt by the university, the samples will be retained by the university. The concerned member will come to the university and collect the samples or provide the charge for transit or will make necessary arrangements.
- 7) In case of Metallurgical analysis, CIF suggest the beneficiaries to send the samples with minimum preparation along with the exact status of the sample preparation. Detailed data on sample preparation should also be provided while sending the sample. In case the sample needs preparation, a nominal charge is entitled for the sample preparation services.
- 8) Beneficiaries will be contacted by email/phone after the samples are tested and analyzed.
- 9) For detailed data processing and interpretation, the CIF will provide facility on first come first serve basis. If the data interpretation is to be carried out by the CIF personnel, then separate charge may be entitled. CIF has rights to change the decision whenever required.
- 10) The users are also given chance to use the software that comes along with the instrument in presence of an CIF member. The facility will be provided on time slot basis. CIF has all rights to change the time slots whenever required.
- 11) As per the need and whenever required the instruments will be periodically calibrated as per the required standards.
- 12) All samples will be held for a maximum period of 20 days under room temperature (or refrigerated at 0-10°C) if specified by the user in the requisition form unless and otherwise instructed.
- 13) In case there is any issue in the sample testing CIF will email the reason to the beneficiary and have rights to cancel the test. In case of cancellation the beneficiary should again proceed for new time slot booking. A list of instruments/facilities.

A list of instruments/facilities available at CIF with their technical specifications and capabilities are provided in **Annexure-I**. The details of testing and analysis charges are listed in **Annexure-II**. The requisition forms for availing the facility/instruments are given in **Annexure-III**.

Reports of the tests conducted:

1. After the test is conducted an initial email will be sent to the beneficiary. The Raw data in the form of analysis reports will be sent by email or the beneficiary may pick them up by visiting the university.
2. All the records will be stored for a maximum of Six months following analysis.
3. The specifications and associated graphs required to support the analysis of the materials received will be shared with the beneficiary in email.
4. CIF will be responsible for the safeguard the data privacy and strictly preserve the IPR of the users.
5. The report will be generally submitted within the 05 days after the initiation of sample testing.

CIF working hours:

CIF will be open for testing and analysis on all working days (Monday to Friday) (from 10.00 AM to 04.30 PM). During the Specified holidays of the university the facility will remain close for testing and also for any visits. In any month, Fourth and Fifth Friday will be reserved for maintenance of systems, meetings and events (workshops/certificate programmes etc.). The timing for sample submission to CIF during the morning hours will be 10.00 AM to 11:00 AM and the timing for collection of samples will be 4:00 PM to 5:00 PM. CIF team has all rights to change the timings as per the instructions of higher authorities.

Waste Disposal:

Standard waste disposal guidelines of the governing bodies will be categorically deployed for environmental safety wherever necessary.

Biosafety:

Standard biosafety guidelines of governing bodies will be adopted for the running of the facility wherever and whenever necessary.

Terms and Conditions:

- 1) Any publication of the research work or preparation of any kind of document where in the analytical services of the CIF has been utilized must be acknowledged in proper format. (Example: We acknowledge the CIF facility at Central University of Jharkhand (CUJ) Ranchi for performing the TGA) analysis...).
- 2) The content of our report should not be misused for any activity in any sense.
- 3) If different analysis required separate samples should be submitted.

- 4) Proper materials need to be submitted. In case any unstable material is submitted, CIF will not take the responsibility of the results obtained by the analysis as the results.
- 5) Explosive materials are not accepted for analysis.
- 6) Sample vials have to be sealed properly and labelled for reference purpose and also expected to label the standards to be used for analysis wherever needed.
- 7) Slots will be allotted to users on first come first serve basis. A beneficiary can take only one slot (Four samples) each day. If in any case multiple slots are requested due to any emergency CIF team has rights to allot the slot as per the availability of the instruments.
- 8) Before the measurements proper instructions on handling the samples need to be provided by the user.
- 9) CIF team will not be responsible for any loss of material or damage of material submitted if proper instructions not provided.