

Policy and Procedures for the Thin Section Lab

Policy

1. The Thin Section Lab will operate on a first come, first served basis, with a transparent queuing system, but with the following exceptions:
 - a. Materials required for teaching purposes will normally have priority over research materials;
 - b. Rush work may be requested at a surcharge rate, but rush work cannot excessively delay regular work, and will only be accepted at the discretion of the Laboratory Supervisor. Use of commercial labs for urgent work should be considered as an alternative.
2. No more than 20 samples per individual may be submitted for sectioning at any one time; a limit of 5 samples applies for rush work.
3. Individuals may have only one job in the queue at any given time.
4. It is recognized that production efficiency commonly requires work of a certain type (e.g., cutting, grinding, or polishing) to be conducted on several sets of samples at a time. Thus, absolute adherence to the queue on a day-by-day basis cannot be expected.
5. Students are to be encouraged, after training by sectioning staff, to prepare their own samples for sectioning (e.g., by cutting and trimming).
6. All sample materials must be picked up when sectioning work is complete; the Lab is not responsible for safe storage of samples after work is complete.

Procedures

1. All work submitted for cutting or sectioning must be accompanied by a completed Thin Section Request form, including a U of A account number and authorized signature. No work will be accepted by sectioning staff without a signed form.
2. Any work requiring rush completion must be discussed with the Laboratory Supervisor, who has the authority to refuse rush work if it would significantly affect existing workflow in the sectioning lab. Teaching materials are exempt from this requirement, but teaching staff should endeavour to avoid rush requests by planning well ahead for teaching needs.
3. A surcharge will apply for rush work. Such work includes rush modifications to sections (e.g., re-polishing for probe analysis). Urgent preparation of multiple samples should be sent out to a commercial sectioning laboratory.
4. A publicly-accessible web-based queue will allow users to track the progress of their work order.
5. Students and staff may, after appropriate training by lab personnel and with the Laboratory Supervisor's permission on a job-by-job basis, prepare their own samples for sectioning by performing cutting, trimming, and grinding work. Such work must not interfere with the regular work of sectioning staff, and will not affect the positioning of the samples in the work queue.

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Jeremy Richards

Price Structure (effective January 2007)

Regular thin section (26x46 mm)	\$8.00
Polished thin section (26x46 mm)	\$10.50
Large thin section	\$16.00
Large polished thin section	\$20.00
Fluid inclusion section	\$10.50
Probe Mount	\$10.50
Polished slab of rock sample (time based charge)	\$15.00 per hour
Blue dye or epoxy impregnation	\$2.00 per sample
Carbonate Stain	\$2.00 per sample
Polishing a regular thin section	\$2.50

Rush orders have a 100% surcharge and are limited to 5 samples.

No External Work (outside U of A) will be accepted until further notice.