

MATFab Sample Storage Policy

1. Purpose This policy outlines the procedures for storing samples pre- or post-analysis or fabrication in the MATFab Facility to ensure proper management, traceability, and compliance with grant requirements.

2. Definitions

- **Sample:** Any material analyzed by characterization equipment or used in the fabrication process.
- **Retention Period:** The designated time frame for holding samples.
- **Storage Conditions:** Specific conditions required for sample to store materials within the MATFab laboratories

3. User Responsibility

It is the responsibility of the MATFab user to ensure that the sample is in proper containment (including secondary containment for hazardous samples) for transfer in and out of the facility. It is also the user's responsibility to ensure that sample handling, management, and documentation follows their specific laboratory guidelines and all funding agency agreements.

4. Sample Storage Guidelines

- **Retention Period:**
 - Samples can be stored in the MATFab facility for a maximum of one business day pre-analysis unless otherwise authorized by the MATFab staff.
 - Samples can be stored in the MATFab facility for a maximum of one-month post-analysis unless otherwise authorized by the MATFab staff.
 - Samples that have reached the end of their retention period shall be disposed of following the UI EH&S waste management policies. The user will be billed for waste disposal costs.
- **Storage Conditions:**
 - Samples must be stored in the areas designated by the MATFab staff for specific instruments. This must be discussed with the MATFab staff before samples are stored in these areas.
 - Clear labeling is required to indicate storage conditions and retention dates. Labeling on the sample must include:
 - User name
 - PI Lab or organization
 - Date of analysis

- Chemical composition