



Standard Operating Procedure

Olympus SZ61 Macroscope

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School:	Engineering	Campus:	Waurrn Ponds	Location:	KE2.101
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Category Rating:	Specific Training Required				

SCOPE & PURPOSE:

The purpose of this SOP is to show students, researchers and staff how to operate the macroscope safely.

TRAINING REQUIREMENTS:

User will have completed Level 1 online and Level 2 materials labs inductions, and need to be trained by technical staff in a level 3 induction. Before using this equipment, required safety documentation must be completed and signed off by the technical staff and the user's supervisor.

POTENTIAL HAZARDS/HEALTH EFFECTS:



Contact with objects at high temperatures – the globe and other elements can become hot if used for prolonged times.

Ergonomic due to other factors – long periods of sitting.

MANDATORY CONTROLS:

- ✓ **Project Safety Assessment**
- ✓ **Training provided**

Precaution Requirements:

DO NOT USE AFTERHOURS (OUTSIDE OF MON – FRI 8AM – 6PM) WITHOUT TECHNICIAN AUTHORISATION.

- If you need a specific sample holder, consult with the technical staff.

INSTRUCTIONS:

Booking Procedure: must have a booking in the Outlook Calendar *G SEBE ENG Lab Eqpmt KE2.101 Macro-scope (even if free and available).

Pre-Start check:

- Check that/plug in the microscope computer to the monitor.
- Select and install the correct stage plate for viewing your specimen – refer to page 15 of the manual;
 - White or Black stage plate for ease of view using reflected light illumination.
 - Black stage plate to maintain ESD performance.
- Ensure/adjust the light path selector lever (1) for observation through the binocular by pushing it in (refer to page 9 of the manual).

Operation: For additional information on how to perform these tasks consult the manual in the cupboard.

- Turn microscope power on at rear right.
- Place the specimen on the stage plate.
- Adjust the interpupillary distance (refer to appendix or page 6 of the manual);
 - Hold the eyepieces with both hands. Whilst looking through the eyepieces adjust them until the left and right fields of view coincide completely.
- Adjust the diopter (refer to appendix or page 6 of the manual);
 - Turn the diopter adjustment rings for both eyepieces to the "0" position.



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- Set the zoom adjustment knob for the lowest magnification and rotate the focus adjustment knob to bring the specimen into focus.
- Repeat the above for the highest magnification.
- Return magnification to the lowest setting and rotate the diopter adjustment rings for both eyepieces to bring the specimen into focus.
- Rotate the zoom adjustment knob to the desired magnification and rotate the focus adjustment knob to bring the specimen into focus.
- Adjust the light guide illumination brightness if required.

After Use:

- Return the zoom magnification to the lowest setting.
- Turn off the microscope.
- Put on the microscope cover.

GENERAL CARE & MAINTENANCE:

- Always ensure the brightness is set to minimum before turning the power on the microscope.
- Do not leave the microscope power on when unattended and at completion of use.
- Check lenses for dust and debris.
- Blow with air and clean lenses with lens wipes. Seek assistance from technical staff if you are unsure how to do so.

REPAIRS & CERTIFICATION/VALIDATION SCHEDULE:

Reporting faults/concerns of equipment procedure: Technical staff.

SPILLS/ ACCIDENT REPORTING PROCEDURE:

Report incidents to: Technical staff.

In case of Emergency:

- Turn power off.
- Contact Technical Staff.
- If a serious injury has occurred call 000.
- Alert others if nearby.
- Evacuate to closest assembly area.