Accessing the Kratos AXIS Supra+ XPS

For submitting samples to be measured by technical staff

1. Consult the FAQs regarding the instrument and its capabilities and ensure that the measurements you are looking for are feasible.
2. Complete the sample submission form and return it to Dr. Chris Kelly. ([Christopher.Kelly.3@glasgow.ac.uk](mailto:Christopher.Kelly.3@glasgow.ac.uk)).
3. A meeting will be arranged between you and Chris, either in person or over Teams, to discuss your project (i.e. aims, samples, method, cost, training etc.). The date of your analysis will be scheduled.
4. Bring your prepared samples to the XPS lab (room A3-28, Joseph Black Building) by 2pm on the chosen day at the latest. If any of your samples are air-sensitive, you **must** deliver the samples on the morning of that day, to account for the additional time required.

[Samples currently in the XPS will be unloaded in the afternoon and yours will be loaded in immediately. Your experiment will then be started the following morning.]

1. At the conclusion of the experiment, the raw data will be sent to you as .xlsx files, and/or .vms files if desired.
2. If you wish models to be made for XPS data to identify components, either training can be arranged with fitting software or Chris will create the models and send those on to you.
3. For internal users, payment will be handled twice per year – usually in November and May. All charges will be sent to your PI, along with cost breakdowns and budget codes.

For external users, following the completion of your work, a quote will be sent to you so that you can raise a purchase order and send it on to me. An invoice will then be sent on to you by our finance team.