

NBIC Probe Facilities Scheduling Policies

- 1) All scheduling shall be handled via cal.seas.upenn.edu
- 2) Until the system interlocks are installed, the instrument time used for billing purposes will default to the calendar time.
 - a. The calendars are set to prohibit changes less than one hour before start time. If you need to cancel or you finish early, please contact me so I can correct the calendar for you. Cancellations after the 1 hour threshold will be billed 1 hour.
 - b. If you run long, please let me know. I will conduct spot checks.
 - c. If you start late because the previous user ran long, let me know and I will correct the calendar.
- 3) Some users may need to get their samples to thermal equilibrium (or pump the chamber down), which requires several hours of waiting time with no data collection. Such users will NOT be billed for this waiting time during the period 8pm-8am, provided the users flag the time as “warmup” in the calendar and actually have a minimum of 2 hours of regular use immediately after.

To begin, we will implement this weekend nights (Fri, Sat, and Sun). We will also allow this on weekday nights on a same-day basis. If the instrument is free during the appropriate times within the 24 hours that a reservation is desired, you can book the warmup time overnight and into the next morning. This will also be allowed during daytimes on weekends. For example, on a Weds afternoon you could book warmup time for that night and Thursday morning. Or on a Saturday morning, you could book warmup time for that afternoon, followed by actual imaging.

- 4) The existing quota rules still stand (for applicable instruments)
 - a. 20 hours/week during 8–6 M–F with no weekend limits.
 - b. Cannot sign up more than 14 days in advance.