

Bioimaging Facility (BIF) Calendar Policy

1. A BIF user is defined as an individual user of the facility and not a group of people.
2. Each user will receive a specific username and password to access the workstation and online calendar to reserve equipment.
3. The above-mentioned username and password will be assigned by a BIF staff once the staff member determines the user is sufficiently trained and qualified for unsupervised use of the specific equipment. At this point the user will have “unsupervised” status.
4. The assigned username and password is only for the use of the assigned user. Failure to abide by this policy will force the BIF to revoke the user’s “unsupervised” status (see #3) and bill the user’s Principle Investigator for additional technical time as deemed appropriate by the BIF Research Manager. There is NO exception to this policy.
 - a.) The BIF has full responsibility for all the equipment present in the lab and must ensure that only BIF trained users are using the facility’s equipment.
5. Reservation of equipment by users is limited to three sessions per week (where a session is defined as a 4-hour period of consecutive use) or a total of 12 hours per week during normal business hours from 9 to 5pm.
 - a.) The following exceptions apply:
 - Use of the Leica High Pressure Freezer, Leica AFS, Leica IGL
 - Use of the PE Spinning disk confocal, Olympus confocal
 - Use of the FEI Tecnai for Cryo-TEM, Zeiss XB350 for FIB/SEM and Cryo-SEM
 - Use of the Leica UC7 for cryo-ultramicrotomy
 - During periods of minimal equipment usage, a user may reserve the equipment for longer periods than policy #5 states at the discretion of BIF staff.
 - If a user reserves more than the time allowed, a BIF staff will attempt to contact the user to remove the extra reservations. If the BIF staff is unable to contact the user, the BIF staff will remove the extra reservations.
6. Advance reservation of equipment by users is restricted to two weeks from the current date.
7. The BIF online Calcium Calendar is not to be used for the billing of hours used; however, in the event that a user does not fill out the designated log computer, the BIF Research Manager will use the online Calcium Calendar as a record of hours used and the user will be billed for the entire reservation time plus an additional administrative fee.
8. The user is the only person, other than BIF staff, who has permission to cancel their personal online Calcium events.

If the event is cancelled more than 24 hours prior to their scheduled equipment time, no penalty fee will be charged.

If the event needs to be cancelled within 24 hours of the scheduled time, the BIF Research Manager needs to be contacted to cancel. Additionally, depending on the time cancelled within 24 hours of the scheduled time, a penalty fee will be charged. If the user cancels at least 1 hour prior to the start time, they will be charged for half of the original reserve time. If the user cancels within an hour before the start of the reservation, the user will be charged for the full length of the original reservation.