

JEOL7600F ANALYTICAL SEM BOOKING RULES¹

- 1) The JEOL7600F is available from 8:00 AM to 6:00 PM Monday to Friday. Staff support is limited to these hours. No User can be in the room outside this time, except authorized off-hours Users (see below).
- 2) Tool booking is counted in time slot (TS) units. Each TS has a fixed length of **TWO** hours. Reservations should always start at any of the following times: 8:00 AM, 10:00 AM, 12:00 PM, 2:00 PM or 4:00 PM.
- 3) It is possible that your session needs less than two hours, however, you **should not** make your booking reservation shorter. For example, if you plan to use the machine from 8-9 AM, you still need to reserve the tool from 8-10 AM (one TS). Users can always check the Facility Online Management (FOM) software to see if the tool is available and profit from the unused time.
- 4) Users are asked not to make reservations in the FOM software on Mondays before 9:30 AM and on Thursdays from 9:00-9:30 AM. These times are used by staff for monitoring.
- 5) **After 9:30 AM Monday, Users can book up to TWO TS for the next week, on a first come first served basis.** Also, after this time, Users can reserve any available time in the ongoing week (without any starting time or session length time restrictions).
- 6) **After 9:30 AM Thursday, Users can add one more TS for a maximum total of three TS for the next week only.**
- 7) Users are responsible for the time they book. Those who do not follow the above guidelines will receive a warning and could be banned from using the calendar.

time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
before 9:00 AM							
9:00-9:30 AM							
after 9:30 AM							

	no booking allowed
	time to book ONE time slots (TS) for next week only
	time to book TWO TS for next week only

Table 1. Summary of booking rules. Note that Users are also allowed to book any available TS during an ongoing week.

- 8) Users should finish their session no later than the end time of their reservation. This will be strictly enforced. You should plan your work such that at the time the next User shows up, you are ready to

¹ Booking rules do not apply to cleanroom staff or to Users that require machine time once per cycle. You will see the word "external" in the calendar to identify these instances.

vent the system. Any questions or complains associated with this rule, please direct them to Fernando Camino. Do not engage in any discussions with another User. If everyone acts professionally, no problems should be expected, but if a User is not following the rules, just notify a staff member.

- 9) If a User is more than 15 minutes late for a session, he/she loses this session. The previous User has the priority to use the missed session. The next person in priority is the User after the missed session. If neither of these Users needs the machine, anyone who first grabs the tool can use the missed session. If the original User arrives after 15 minutes, he/she can use the tool only if no one else is using it. Any questions regarding this rule please direct them to Fernando Camino.

BOOKING RULES FOR AFTER-HOURS USE

Only authorized Users can work off normal hours. To be a JEOL7600F off-hours User, you need to 1) send a "[Request to work after hours](#)" form to [Fernando Camino](#), and 2) wait until your request is approved by our ES&H Coordinator (one or two days). CFN Staff can deny or remove this privilege based on User's work behavior or lack of practice with the tool. There will be a limited number of off-hours Users per cycle.

When working alone off normal hours, verify that someone else is aware of your work, and notify the Safeguards and Security Division at ext. 2238 of location, duration of work, and estimated time of departure.

- 1) Off-hours time is comprised between 6 PM and 8 AM of the following day during weekdays and from Friday at 6 PM through the weekend until Monday at 8 AM. Off-hour time slots are two-hour long and can only be booked from:
Weekdays: 6-8 PM, 8-10 PM, 10 PM-12 AM, 12-2 AM, 2-4 AM, 4-6 AM, or 6-8 AM.
6 PM Friday through 8 AM Monday: Same time slots as above plus 8-10 AM, 10-12:00 PM, 12-2 PM, 2-4 PM, 4-6 PM.
- 2) After 9:30 AM Monday, off-hours Users can book, in addition to any regular-hours slots, up to two off-hours slots **for the next week only**.
- 3) After 9:30 AM Thursday, Off-hours users can reserve another off-hours TS in the following week.
- 4) Also, after 9:30 AM Monday, off-hours Users can reserve any amount of time (regular and off-hours) in the ongoing week.