

## HELIOS SEM/FIB BOOKING RULES<sup>1</sup>

- 1) The Helios room is open 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). The following user can always call the Helios room (x8322) to see if the tool is available and profit from the unused time.
- 4) Users are asked not to make entries in the FEI SEM/FIB Google calendar 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, ONLY 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 TS slot restrictions).
- 6) **After 9:30 AM Thursday, Users can reserve up to 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
<b>before 9:00 AM</b>							
<b>9:00-9:30 AM</b>							
<b>after 9:30 AM</b>							

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

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

- 8) Users should start and finish their sessions at the exact booked times. This will be strictly enforced. You should plan your work such that at the time the next User shows up, you are ready to vent the system. Some Users have very strict schedules and cannot afford waiting even 10 minutes. 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 Helios 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. This number will be determined pragmatically.

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) The Helios off-hours time per day (Monday to Friday) is composed of two time slots of different duration: one from 6 PM to 9 PM, and the other an overnight slot from 9 PM to 8 AM of the following day. Saturdays and Sundays each have two slots: 8 AM-4 PM and 4 PM-8 AM (next day).
- 2) After 9:30 AM Monday, **Off-hours Users can book only off-hours slots for only one day of the following week. No regular hours reservations are allowed if you are also reserving off-hours.** Users can book the 6-9 PM slot, the 9 PM-8 AM (next day) slot, both consecutive slots (6 PM-8 AM), or one of the four weekend slots. If your work requires less than 3 hours, use the 6-9 PM slot, otherwise, take the overnight slot. Only certain projects require to use both back-to-back off-hours time slots. Users cannot book additional regular hours TS
- 3) After 9:30 AM Thursday, Off-hours users can reserve another off-hours slot for the following week as described point 2) and add one regular-hours TS.
- 4) Also, after 9:30 AM Monday, off-hours Users can reserve any amount of time (regular and off-hours) in the ongoing week.

## **SESSION CANCELATION POLICY**

- 1) If you cancel a session within 4 days of the reserved time, you need to send an email to Fernando Camino explaining the reason for the cancellation. If no email is sent or if the explanation is unfounded, this cancellation will count as an “unjustified cancellation”.
- 2) Only one unjustified cancellation is allowed per cycle. At the second unjustified cancellation, tool access will be denied for the remaining of the current cycle.