

## LESKER E-BEAM EVAPORATOR BOOKING RULES<sup>1</sup>

- 1) We will use the Google Calendar for sign-ups.
- 2) There are three shifts a day: 8-12:30, 12:30-5 and 5pm-8am the next day (overnight shift).<sup>2,3</sup>
- 3) Sign-up for the week starts on the Monday of the preceding week. During this time you can sign up for one shift PER PROPOSAL. You can sign up for time that is less than a shift, but do not span your slot over the space of two shifts.
- 4) On Thursday of the preceding week, all slots that have not yet been claimed are available for the taking – at this point, there is no limit on how many shifts or how long each shift is.
- 5) Please remember to adjust your time on the calendar if you happen to finish early or not need the time you have signed up for.
- 6) If you feel that there are circumstances which require you sign up further in advance or for more time, please let us know.
- 7) TRAINING: training for the evaporator will now occur on Tuesdays at 11am. This time will not be available for general use unless no one requires training – please sign up around this slot.
- 8) Please let us know if you have any questions or feel you are not getting enough time on the system. I do not foresee any issues.

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### Notes:

1. 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.
2. Staff support is limited to normal hours; from 8:00 AM to 6:00 PM, Monday to Friday.
3. Only authorized expert Users can work off normal hours. 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.