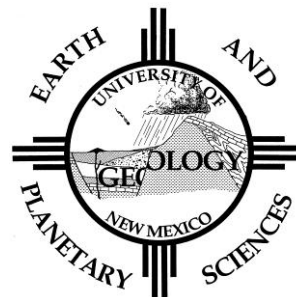


XRD Laboratory Scheduling Policy

Effective date: 26-Jun-2007 (Updated 19-Sep-2011)



The following policy clarifies the rules to be followed by users when scheduling time on the Scintag PADV diffractometer in the X-ray Diffraction Laboratory in the Department of Earth and Planetary Sciences at the University of New Mexico.

1. **All laboratory time used must be entered on the Yahoo calendar for the lab.** This applies to both pre-scheduled time and time that is used on short notice because it is available. Connect to <http://calendar.yahoo.com> and log in using "epsxrldlab" as the username, and the password that you have obtained from the lab manager for the calendar. **Include your real name in the title for the event.** Time entered should accurately reflect actual scan times (particularly for late-night or overnight scans). **Make sure sufficient time is blocked to cover all of your data collection time.** If you finish early, adjust the calendar to reflect the available time.
2. **Lab time may be scheduled no more than two weeks in advance.** Exceptions to this policy may be made in consultation with the lab manager ahead of time.
3. **Avoid scheduling large repeating blocks of lab time.** It is not appropriate for one user to block a large amount of time (i.e., every night slot for a week or four hours per day for a week), particularly when there are other demands for lab time. If this occurs, please bring it to the attention of the lab manager who will work to resolve the schedule issue.
4. **Limit daytime blocks of scheduled time to no more than 4 hours.** Longer run times should be scheduled overnight or on weekends. Time may be extended beyond 4 hours on short notice if "time following" has not been booked.
5. **For long scans, note scan time estimates (with DataScan) before your start your data collection.** Make sure you have sufficient time allocated before the next user is scheduled. **Do not start your data collection** if it will interfere with the next scheduled user.
6. **If a previously scheduled user runs into another user's scheduled time, the following procedure should be followed:**
 - a. Allow the previous user 20 minutes for a run to complete.
 - b. When the run is completed, remove the previous user's specimen and place it on a white sheet of paper on top of the lab storage drawers and label it as "Removed on mm/dd at 00:00am" indicating the date and time removed from the diffractometer.
 - c. If the previous user's run has not completed in 20 minutes past the scheduled start time, use DataScan to STOP data collection (allowing the software time to stop and recover its position), then remove the specimen (as in b. above), log the user off, log on and proceed with data collection.
7. **No-Show Policy:** If a lab user fails to appear within 30 minutes of their scheduled allotted start time, their time slot is deemed to be forfeit and available for use. Users taking forfeited time slots should enter their schedule in the lab calendar.
8. **Failure to follow this policy is grounds for suspension or termination of laboratory privileges.**

The lab is a multi-user facility, and it is important that the needs of all lab users be met as much as possible. If questions arise regarding this policy and its implementation, please contact the lab manager, Jim Connolly, via Email (connolly@unm.edu) or in person by visiting my office in Room 108 of Northrop Hall or calling 277-9447.