

## ITC Policies August 1, 2012

- 1) Only trained and authorized users may use the instrument. You will be given a personal login account on the PC when you are trained. Only use the instrument when logged in to your own account.
- 2) Each day is divided into three time periods (blocks). Block one is from midnight until 9:00AM. Block two is from 9:00AM until 4:00PM. Block three is from 4:00PM until midnight.
- 3) The rate for internal (ISU) use is \$2.00 per hour, with a \$10.00 per use minimum.
- 4) You may initially reserve up to 12 blocks per month. Additional blocks may be reserved upon request. Neatly write your ISU netid in each block you are reserving. Your netid is the same as your login username on the PC.
- 5) You are charged something for every block you reserve. ALWAYS.
- 6) Blocks reserved but unused will be charged at \$5.00 per block.
- 7) You may cancel a reservation by neatly drawing a line through the entry on the calendar. Your netid must remain legible, and you must send an e-mail to Steve explaining why you are cancelling your reservation. Otherwise the \$5.00 per unused block fee will apply.
- 8) You must provide your own Hamilton 0161714 syringe.
- 9) You must properly sign the logbook each time you use the instrument.
- 10) You are NOT allowed to perform any maintenance functions related to the use of the instrument, other than cell cleaning.