

## Rules for tool booking and logbooks.

1. Electrum Laboratory Information Management System (LIMS) is used for booking and logging usage of laboratory tools.
2. All tools marked "Booking: compulsory" on the tool label or "Booking type: Compulsory" in LIMS have to be booked before usage.
3. You have to create a log in LIMS every time you are using a tool marked "Logging: Compulsory" on the tool label or "Log level: Compulsory" in LIMS and for every booking you made.
4. To make it easier for all users to get access to laboratory you are not allowed booking neither more than 8 hours per day nor two following days in the same tool. Rule is not applicable for tools with very long process time (e.g. furnaces)
5. Any exception from rule No. 4 may occur only during these periods when the tool is not fully booked by other users. In this case you may book more time but not earlier than during the same day you want to use it.
6. Tool responsible can establish special rules for booking/logging, e.g. minimal or maximal time period allowed/recommended for booking/logging.
7. In case when you can not use the tool as planned because of big misjudgment of the time needed for the process or other problems you have to cancel the booking. Note that only future booking can be cancelled by user.
8. In case when it is too late to cancel the booking you should shorten booked time as much as possible and contact tool responsible to explain the situation and get help with logging.
9. It is allowed to take over the tool booked by other user if it is still free within half hour from the beginning of the booking period, but the "booking owner" should be contacted before you start to use the tool. In that case you should create the log without booking using Log status page.
10. The charging for the tool usage is based on the logged time.
11. The logged time of usage should not be shorter than the booked time. Only in case when rule No. 8 is applicable you are allowed to report shorter time than booked.
12. If rule No. 11 is not obeyed you can be charged for equipment usage according to your booking.
13. For runs shorter than the whole hour(s) the usage time is rounded up.