

SIGN UP ON-LINE: <http://xray.utmb.edu/xcal>

Scheduling Policy (Nov. 2012)

1. The primary method for scheduling data collection time on the machines is via the online CAleNDAR. In case of problems contact: Mark A. White (BSB 6.660c, 7-4747, white@xray.utmb.edu) or Marc C. Morais (BSB 6.614, 7-1401, mcmorais@utmb.edu) or Monte Pettitt (RB6 5.226, 2-7024, mpettitt@utmb.edu).
2. **User time starts at 10 am and ends at 9 am** of the day following the last scheduled day. Sign up is **limited to 3 days** without special approval (**2 days** for the **BioSAXS**). A user may not sign-up for additional time until his/her current time is over.
 - c) **Login** – using your login (*UTMB-Username*) Choose the **start Date**: Select **Choose Detector** {**detector**}:
 - d) **Entry**: {*PI_Initials*} / {*Your-UTMB-Username*} / {*Extn.*}
Notes: Give Logbook **page#**, your **Tel#** and any special circumstances: **BSL-2**, other.
 - e) Under **Repeat Information** Select: **Don't Repeat** -or- **Repeat / Every Day** (Bannered) / **Repeat until**: {*end date*}.
6. All problems with the machines, computers, or cryosystems should be reported immediately to **Mark A. White**. In addition, a note should be placed in the logbook attached to each machine.
7. Please consult the web calendar (<http://xray.utmb.edu/xcal>) before requesting time. If the machine is not in use, check the web calendar to see if someone is scheduled to use this time.
 - h) If someone is assigned for this time, you should not use the machine without the approval of the scheduled user. If you ignore the sign-up calendar and place a crystal on the machine without prior approval, **your crystal may be discarded without warning.**
9. You should schedule your data collection time to finish at 9 a.m. on the morning following your last scheduled day.
 - j) If your data collection will not be finished by that time, you must notify the next user (check the web calendar!) as well as the primary contact and obtain their permission for your collection to continue. They are not required to accommodate your request for extra time, so be prudent and conservative when planning your data collection strategy.
 - k) Do not expect that the next user will re-freeze your crystal at the end of your data collection unless you have arranged this with that person. In other words, the scheduled user of the equipment is allowed to stop any ongoing data collection and discard any crystal that is still mounted.
12. **Always back up your data to DVD.**
13. The **Bruker 2K CCD** data should be transferred to a **USB** memory stick and/or burned to **DVD**.
14. **Clean up after you are finished.** Always **clean** the **BioSAXS capillaries**. Pick up trash at the work station.
15. **All data older than 1 month may be erased without warning!**
16. We reserve the right to revoke anyone's privilege to use the shared X-ray equipment if these rules are willfully violated!

In Case of Emergency, Contact: Mark A. White: 281.734.3614 or 7.4747