

SIGN UP ON-LINE: Robotics: <http://xray.utmb.edu/rcal> **DLS:** <http://xray.utmb.edu/sbcal>

Scheduling Policy (Aug. 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. Authorized users will be provided a user account to schedule time using the on-line scheduling calendar.
ONLY AUTHORIZED USERS MAY USE THE ROBOTS.
3. All problems with the machines and computers, should be reported immediately to **Luis Holthausen** or **Mark White**. In addition, a note should be placed in the logbook attached to each machine.
4. User time **starts at 9 am** and **ends at 5 pm**. Sign up is limited to **1 day** without special approval.
 - a) **Login** – using your login (*Your-UTMB-Username*)
 - b) Choose the: **Date / Choose Robot={PHOENIX} / Enter: {PI_Initials}/{Your-UTMB-Username}/{Extn.} / Select: Start Time & End Time**
 - c) **Billing Information:** The #Trays= must be entered here
5. Please consult the web calendar (<http://xray.utmb.edu/rcal>) before requesting time. If the robot is not in use, check the web calendar to see if someone is scheduled to use this time.
 - a) 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 use the robot without prior approval, **your experiment may be halted, and the materials discarded without warning.**
6. **You should plan your time to finish during the time scheduled.**
 - a) If your experiment 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 experiment to continue. They are not required to accommodate your request for extra time, so be prudent and conservative when planning your experimental strategy.
 - b) Do not expect the next user to clean-up after you. You must leave the area clean, preferably in better condition than that in which you found it.
7. **Do not delete information from the database.** Do not use the computers for anything other than running the robotic instruments. **DO NOT SHARE PASSORDS.**
8. **Do not remove supplies from the room.** Bird-feeders and solutions which need to be refrigerated will be housed in the robotics room (BSB 6.614).
9. Users must comply with all UTMB Safety rules, and SCSB protocols when using the instruments.
10. The SCSB reserves the right to revoke anyone's privilege to use the shared crystallization instruments if these rules are willfully violated!

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