

## NBIC Probe Facilities Scheduling Policies

- 1) All scheduling shall be handled via [isis.nanotech.upenn.edu](http://isis.nanotech.upenn.edu)
- 2) The instrument time used for billing purposes will be based on login/logout time.
  - a. No-shows are not currently billed, but deadbeat status will be noted.
  - b. After 30 minutes, your time may be poached.
  - c. If you must cancel within 24 hours of your time, please send an email to other users so they know time has become available.
- 3) Instruments have quota rules:
  - a. Generally 20 hours/week during 8–6 M–F with additional allotments for weekend. Instruments with a smaller user base will have larger quotas.
  - b. Cannot sign up more than 14 days in advance.