

| User Name | User e-mail | Supervisor Name | start date mm/dd/yyyy* | start time** | end date mm/dd/yyyy | end time*** | time of use**** | Fund***** | Orgn***** | Account***** | Progr***** | Comments |
|----------------------------------|-------------|--|--------------------------------------|---|------------------------------------|---------------------------------|---|--|--|--|--|---|
| Your First name and Last name | your e-mail | Your supervisor Initial and Last name (if you are the principal investigator on this project put letters 'PI' in this column) | the day you start the measurement | Time you start the measurement (usually starts at the time you indicated on the scheduling calendar, so do not include in the calendar the time you will need for sample preparation or experiment setup) | the day you end the measurement | Time you end the measurement | Calculate the time you were using the device | Six digit number provided by your supervisor (FUND) | Five digit number provided by your supervisor (ORGANIZTIO N) | Five digit number provided by your supervisor | Two digit number provided by your supervisor (PROGRAM) | Notes about instrument performace. Reports about instrument failures and malfunctions and their reasons and/or nature. |

John Tompson jtompson@nd.edu R. Taylor 9/2/2011 12:30 PM 9/2/2011 3:50 PM 3h 20min 309110 35015 76050 20 OK

This page is for your refernce only, do not put your entry here, please use the "Time Card" spred sheet

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| * If you can not use the instrument that day, please cancel your entry on the calendar <u>and</u> e-mail about it to Galyna Krylova: gkrylova@nd.edu . If you fail to do so, your account will be charged for the reserved time. |
| ** If you are an hour late for your reserved time, your appointment might be cancelled by the facility manager (Galyna Krylova) in order to allow other users to use the instrument, and your account will be charged for that hour. (If you did not show up, failed to send a message, and after one hour of your absence manager did not transfer the reserved time to the next user in line you will be charged for entire reserved time) |
| ***If you want to use only the instrument software to analyze your data you can do so when the instrument is not reserved (check the calendar) that way your account will not be charged for data evaluation. (If you choose to analyze your data during your reserved time your account will be charged for both analysis and measurement time) |
| It is very important to make correct estimate of the time you need for the measurement before you make a reservation. If there will be big descrepancy between your reserved time and actual use (you reserved much more time, than you need) you may be charged for the reserved time and not for the used time. |
| **** The using rate for DSC is \$15 per hour. Assisted use and training rates \$55 per hour. |
| ***** To be able to use the instrument in your reserved time you must provide these numbers, so ask your supervisor about them before coming. Your supervisor may provide the numbers to you or send directly to G. Krylova (gkrylova@nd.edu). If these numbers are not in place your access to the instrument might be denied |