

# LSI Tissue Processing Facility

## LSI Tissue Processing

### Online Calendar Policy

*June 2011*

1. An LSI Tissue Processing (TP) Client is defined as an individual user of the facility, not a group of people.
2. Each Client will have a specific username and password to access the online calendar to reserve equipment. The usernames will be grouped by LSI Admin into LAB groups for tracking purposes.
3. The username and password will be assigned by LSI staff once the client is sufficiently trained and qualified to use the specific equipment.
4. The assigned username and password is for use by one Client. Please do not give it out to others. Failure to abide by this policy will force the LSI staff to revoke the Client's username and password and the Client will no longer be able to use the equipment.
5. Reservation of equipment by Clients is limited to three sessions per week, where a session is defined as a 4-hour period of consecutive use per day.

During periods of high use by multiple users, individual users may be restricted to a total of 12 hours per week. To apply for exceptions, a Client must contact **Megan Gilmour** at [meg.gilmour@gmail.com](mailto:meg.gilmour@gmail.com)

6. Advance reservation of equipment by Clients is time restricted to two weeks from the current date.
7. The client is the only person, other than LSI staff, who has the permission to cancel their personal online calendar bookings.  
In order for the equipment to be available for the next user, the client should cancel their bookings as soon as possible. A cancellation fee could be levied upon repeated bookings that were not cancelled.

8. The client is solely responsible for noting the time spent in the logbook provided in the TP room. Use will be billed based on time entered in the logbook. It is requested that clients refrain from overbooking and collegially release their bookings from the online calendar as soon as possible