

Microscope Organisation

05.06.2007

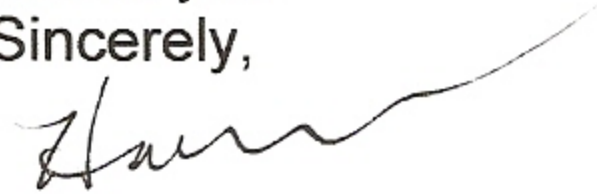
Dear Microscope Users,

With the increased Leica SP5 confocal microscope usage, it is clear that we need to implement some new policies of sign-up guidelines. They include three distinct shifts per day (including weekends) and also the number of shifts one can sign-up for in advance. Please see the guideline summary below. These changes will be effective as of KW24 or the week of June 11, 2007.

We also request that if you experience problems during your use of the microscope that you please report it on our „Microscope Problem Report Sheet“ with name, date and time used, and a short description of the problems.

Thank you.

Sincerely,



Gregory Harms

Sign-up Guidelines

1. 3 shifts/ day: 8-11am; 11am-14pm; 14pm-17pm (The person who signs up for the 8-11 am shift has also the option for use from 0:00 to 8:00 am. The person who signs up for the 14 - 17 pm shift has also the option for use from 17:00 to 0:00 am. Any other person who wants to use the „early“pre- or „late“post-shift time must sign up and have the approval from the normal shift user.)
2. a) One is allowed to sign up for a maximum of TWO SHIFTS not on the same day further than TWO WEEKS in advance
b) One is allowed to sign up for a maximum of THREE SHIFTS not all on the same day further than ONE WEEK in advance
c) One is allowed to sign up for a maximum of FIVE SHIFTS during that week if open shifts remain
3. Failure to follow policies will lead to forfeiture of microscope use
4. Please, report problems with the Leica SP5 confocal during your use on the „Microscope Problem Report Sheet“.