TO: CAF users  
FROM: Greg Thompson  
RE: CAF RESERVATION POLICY

Thank you for your support and use of the CAF.

In an effort to continue to enable all users access to the CAF instrumentation in a reasonable time, a reservation policy will be implemented August 15th 2019 forward. Training reservations are exempt from this policy because of the need to maintain a regular construct. As we monitor this policy, changes may occur with notification to users. If you have reservations scheduled on or after August 15th, please ensure they are in compliance to the policy; if not, the staff will contact you about changes or cancellations to those reservations will occur.

For the SEMs, FIBs, TEM, XRD units, and microprobe, the following is the reservation policy:

- Users are permitted one reservation per instrument at a time; or in other words, users can have a single reservation on multiple tools but no more than one reservation at a time per tool. Once the session is complete for a particular tool, the user can then reserve a follow-up time on that same instrument.
- Reservations should be scheduled in the time blocks of 8:00 am – 1:00 pm or 1:00 pm till the determined end time of the user reservation during normal university hours. Users should reserve all or a portion of their times within those blocked hours. An extended reservation time can occur over the weekends.
- Outside the morning reservation block, 24 hour users are permitted to make a single, continuous reservation time up to 10 hours after 1 pm during normal university hours. This ‘morning block’ (as well as the ‘afternoon block’) ensures that 8 hour users can have access to the tools during normal university hours.
- If a user has a project that will require extended times that cannot be accommodate by the policy, the user can request an extension by contacting the CAF staff for an exception reservation.
- If the instrument undergoes a need for service (“is down”), reservations during that period are cancelled and the user is responsible for re-reserving the time when the instrument comes back up. Reservations are not shifted in response to instrument down time.

For the LEAP:

- Users are permitted one reservation at a time with the reservation being as long as 48 continuous hours. Once the session is complete for a particular tool, the user can then reserve a follow-up time on that same instrument once the session ends.
- If a user has a project that will require extended times that cannot be accommodate by the current policy, the user can request an extension by contacting the CAF staff for an exception reservation.
- If the instrument undergoes a need for service (is down), reservations during that period are cancelled and the user is responsible for re-reserving the time when the instrument comes back up. Reservations are not shifted in response to instrument down time.

If a user of the reservation does not match the user of the instrument (or quick changes in reservations between users is occurring), explanations will be required. Users should not reserve times for others but for their own work; violation of the policy can lead to restrictions to reservation accounts.

Any questions, please contact the CAF staff or myself. Thank you again for your use of the CAF. We are here to help you succeed!