

# LSI Q-TOF User Sign-Up Rules

*LSI Q-TOF is an open-use instrumentation that requires cooperation of all users. Please comply with the following rules:*

1. Walk-up time: 9am-10am Monday – Friday:
  - a. Sign up 20 min per block of time;
  - b. Sign-up sheet is located by the keyboard of the Q-TOF acquisition computer;
  - c. Walk-up time should not be reserved on CTools;
  
2. 8am-7pm Monday – Friday:
  - a. users can reserve up to 3-hour time block;
  - b. longer than 3-hour reservation should be scheduled to after-hour/overnight/weekend time;
  
3. Please use Chemistry Q-TOF as an alternative instrument, when LSI Q-TOF is down or booked when you need to run your samples.
  
4. Any special request needs the approval of the instrument manager.
  
5. Violation of rules will result in suspension of user's account.