

Use of Single-crystal X-ray Diffraction Instrumentation.

These rules apply to all single-crystal X-ray Diffraction Instruments for all users.

Rule 1:

Users must reserve time through the Calendar Reservation system.

The calendar reservation will be limited to 30 days (in advance) for the APEXII diffractometer (APEX2_i, room 2409), the D8 APEXII diffractometer (APEX2_ii, room 2409), and one week (in advance) for the Venture (room 2409) and the Quest (room 2409).

Rule 2:

If you do not start using the instrument before 10:00 am on the day of your reservation, the instrument becomes open and available on first come first serve basis. This rule will always apply unless users are notified in writing that the operator will be late for some reason.

Rule 3:

After your data collection finishes, you have 60 minutes from the time corresponding to the last frame collected to: (1) perform other minor measurements such as face indexing and crystal dimension determination; (2) to start working on a new crystal if you have reserved the instrument on that day. After 60 minutes, your crystal can be removed and the instrument becomes open and available on first come first serve basis. You are encouraged to measure and face index your crystal before collecting the data.

If you want to start a new experiment and need more than 60 minutes, you are required to leave a note on the keyboard of the instrument. This note should indicate the time, your name and the amount of time (an extra 90 minutes maximum) that you need before starting your new experiment.

Rule 4:

After your indexing finishes, you have 60 minutes from the time corresponding to the last frame collected to start your data collection. After 60 minutes, your crystal can be removed and the instrument becomes open and available on first come first serve basis. You are encouraged to measure and face index your crystal before collecting the data.

If you want to start a new experiment and need more than 60 minutes, you are required to leave a note on the keyboard of the instrument. This note should indicate the time,

your name and the amount of time (an extra 90 minutes maximum) that you need before starting your new experiment.

Rule 5:

If you have reserved a day and are unable to use the instrument, you are required to send an email to the user listserv (*all_xray*) indicating that the instrument is vacant. At this point, the instrument becomes open and available on first come first serve basis.

Rule 6:

No user will stop a data collection unless instructed to do so by the facility manager and then only for good cause.

- a. Users must leave a note if they know their data collection will overrun the next allotted time period, with their 24/7 telephone contact number.
- b. The Calendar Reservation will be displayed for each diffractometer so that users will know who the next user is and possibly contact them in case their data collection overruns their time.

Rule 7:

No user will reserve two consecutive days on the Venture and Quest Diffractometers