

In Vivo Imaging Facility Cancellation Policy

Updated: September 24, 2012

Due to a recent increase in facility activity with scheduling now occurring months in advance and the anticipated expansion of our current user base, it has become necessary for us to institute a cancellation policy for our facility. For the majority of facility users experiments require careful planning and a significant amount of time commitment both prior to bringing animals/tissues to the facility and during scheduled imaging sessions. As such, it is necessary for users to have an adequate amount of time to prepare an experiment prior to imaging in the event that a cancellation is made. Therefore, the following Policy is to become active effective immediately.

All cancellations must be made at least 48 hours prior to the scheduled imaging time. Cancellation does not just involve removing your name and booked time from ScheduleBook, but must be accompanied by a written e-mail to the facility manager, David Gonzalez, notifying him of the cancellation. This is necessary because he is aware of the numerous projects ongoing in the facility and may be able to find another investigator who is able to utilize the free time.

Failure to notify the facility manager in a timely fashion upon making a cancellation on ScheduleBook, failure to cancel a scheduled imaging session should you be unable to utilize it at least 48 hours prior to the schedule imaging time, or failure to show-up for a schedule imaging session will result in a \$100 fine, which is roughly equivalent to 1 hour worth of imaging time in the facility charged to the account's active PTAE0 at the end of the month.

Please understand that as a mutli-user facility we have a number of costs associated with supporting the facility that include staffing, supplies, and equipment maintenance. Time scheduled in the facility but not used, therefore, is inhibiting our ability to both assist investigators and to operate the facility. In an effort to try to prevent the need to enforce the aforementioned fine, as the facility manager I will begin to send out e-mail reminders to investigators 1-week in advance to confirm scheduled imaging. I ask that you please respond to confirm your scheduled imaging at that time.

If you have any questions or concerns regarding this policy, please feel free to contact me. As always, I look forward to continuing to work with you all in the future.