

2022

# COM Equipment Sharing Guidelines



UAMS

### General Guidelines:

- Investigators from other departments are welcome to use the equipment.
- If available, all reservations will be honored on a “First Requested” basis and must be received at least 24 hours up to 7 days in advance of the reservation time.
- Monopolization of instrument schedules will not be permitted. Please be respectful and do not sign up for consecutive time slots.
- Any changes or cancellations must be made at least 1 hour before the reservation.
- Log book entry with date, PI name, and user name is required.
- Failure to arrive for a reservation within 15 minutes of the reservation time may result in a cancellation of the reservation and the equipment will be made available to other users.
- It is the user’s responsibility to save their data generated from instrument use. Any data saved on the hard drives may be deleted as necessary to ensure adequate space for the computer to run properly.
- ***Please contact the point-of-contact person and ask for department-specific guidelines when possible.***