

VSRC Scope Policy

Effective October 1, 2017

Tony Gardella, Digital Imaging & Microscopy Module Manager

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The VSRC Digital Imaging & Microscopy Module has experienced a significant increase in utilization over the years. In the interest of providing the best service and most efficient use of time and resources, please review and adhere to the following policy for use of the VSRC Module.

TRAINING: Only trained personnel are permitted to a scope on their own. **Training must be scheduled by contacting Tony Gardella.**

Training on the upright scope requires approximately fifteen minutes.

Training on the inverted scope requires up to 2 hours, depending on applications.

SCHEDULING: VSRC microscope time must be scheduled by contacting Tony Gardella, and he will then invite you to the Microscope Scheduling Calendars after your training

Please note, if you have not been trained on the scope, or if you need Tony's assistance please contact him before scheduling scope time.

Consecutive hours of scheduled scope time must not exceed 4 hours during the normal work week (8am - 5pm, Monday – Friday)

- **Cancellations:** You must arrive within 20 minutes of your scheduled appointment. Your appointment will be cancelled if you are more than 20 minutes late for your scheduled appointment. Please contact Tony Gardella if you will not be on time for your appointment. The entire appointment time will be cancelled in cases of consecutively scheduled hours. I realize that there are times that we all run late, contact me and we can work this out on a case by case basis. Failure to notify Tony of the cancellation will result in being billed for the unused time.
- **After hours scope use:** If you need to schedule after hours or weekend scope time, please contact Tony to arrange entrance to the scope room.

BILLING:

Utilizing Core Manager for digital analysis, training, repairs, non-routine consultation: \$15.00/hour. Microscope Usage: \$15.00/hour.

Adhering to this policy should make the facility run more smoothly and efficiently, which will help all of us get more research done. Thank you for your cooperation.