

PPMS Scheduling Policies

The following policies apply to both the red and blue systems, in an effort to allow the most effective use of the instruments while accommodating occasional unforeseen changes in instrument availability. Demand for both instruments is high; please be considerate of your fellow researchers.

- At any given time, each user is limited to a total of four weekday (M-F, 9 am – 5 pm) reservations and eight days of total time reserved.
- Reservations may not be deleted less than 24 hours in advance.
- The maximum allowed length of a continuous reservation is 72 hours.
- Users should be prepared to use the PPMS for the entirety of their reservation and are expected to have back-up plans (additional samples, alternate users, etc.) in place in case of worst-case scenarios.
- In the case of missed or excessively underutilized reservations, users will receive one warning and will thereafter be charged for unused time.
- A reservation may be forfeited if the user is more than 1 hour late for the start time. Another user may claim a forfeited reservation by sending an e-mail to both the reservation holder and the equipment manager.
- Samples should be removed promptly at the end of use. If a standard puck is used, it may be left in the system if a note is left on the computer indicating the user's name and contact information, what the sample is, and when it can be removed. Any other measurement set-up must be removed by the user.
- An opt-in user mailing list has been set up at ccmr-ppms-l@cornell.edu. Short-notice instrument availability may be announced via this list. (The list is open to messages from non-subscribers.)
- To request an exception to any of the above policies, please discuss it with the equipment manager.