

## Cryo-SEM booking in 4D LABS

In order to manage the cryo-SEM time, the following booking policies are in place:

1. Monday-Wednesday on the first week of every month will be dedicated for cryo work. We will block this time off on the booking calendar.
2. Time slots for cryo work need to be reserved directly with our staff. The schedule should be finalized by the Friday before the work is to begin. If more time is required, we can try to extend (though not likely possible if it is last minute). If less time is required, then we will remove the setup early.
3. There will be no setup charge for cryo work done during this pre-arranged schedule. The cryo-setup is in place for the entire time. If a user needs to cancel, they must give at least 3 days notice, otherwise they will be charged for their full session.
4. If a user has a request outside of the pre-scheduled time, then we will charge a setup fee if we can schedule the work. The cryo-setup fee will be \$350 for industrial users and \$150 for academic users (equivalent to ~1.25 hrs tool and tech time).

If you have any questions regarding these policies, please ask a staff member.