**Notes on Booking Equipment** in the diamond lab

All equipment bookings should be made through the “Diamond Lab Resources" calendar.  If you are unable to see this calendar in Outlook, make sure you are part of the 'grp-Diamond Lab Resources' group, contact james.smith@bristol.ac.uk if you need adding to the group or if permissions do not allow you to make bookings.

Please make the booking onto the group calendar using the following format,

***Equipment code\_User name\_UoB username\_grant code***

a list of equipment codes are shown in the table below.  This format is used so we can record the amount of equipment use by different groups and may form part of a request to Faculty for future equipment investment.

Please only book the equipment for the time required and remove bookings if no longer required.

If you are a member of the diamond lab or a student working for PWM or NAF, then please use the code **BUDGIE-101** when booking equipment.

**Current List of bookable equipment in the Diamond Lab (S111)**

|  |  |
| --- | --- |
| **Equipment** | **Code** |
| **Microwave CVD Reactor (Front)** | **MCVDF** |
| Laser Raman System | **LRSUV** (UV Laser 325nm), **LRSVS** (Visible Laser 514nm), **LRSNI** (Near Infra-red Laser 785nm) |
| LEXT Optical Microscope | **LEXTM** |
| Oxford Laser Micro Machining | **OXLMM** |

For example, if I wanted to book the Raman with the visible laser for a non-diamond group user would enter: **LRSVS\_SmithJ\_chjaws\_X100001-101**

But for say Paul May to use the MWCVD reactor the code would be: **MCVDF\_PaulMay\_cppwm\_BUDGIE-101**

**Note on use of Grant Codes**

Please ensure the grant holder is aware prior to booking equipment.  The grant code will not be charged for using the equipment, if this changes in the future all grant holders will be consulted.  In the event of equipment breakdown and repair costs, the costs will be distributed as a percentage of total usage.  The grant code will not be charged without the grant holders prior consent.

**Additional note on booking the Raman system**

If you are booking the Raman please add a note with either Green, NIR or UV to specify which laser you require.  Note that transferring between Green and NIR lasers can be done relatively easily but changing to the UV laser will require at least 2-3 working days notice.  Please contact james.smith@bristol.ac.uk if you wish to use the UV laser in the near future.