

## **GENERAL RULES**

- To MAKE a reservation, it is essential to be registered with CSIC, so external users must contact the Service staff via email at [cromatografia@cib.csic.es](mailto:cromatografia@cib.csic.es) or through the direct telephone number 911 09 80 96.
- To MAKE a reservation, click on the time slot on the day of interest.
- Reservations made without completing the identification details (Name, Ext., Supervisor, number of samples, and chromatography method with its duration) or without complying with these rules WILL NOT BE VALID.
- To MODIFY or CANCEL an already made reservation, simply click on the "Edit Reservation" or "Cancel Reservation" buttons that appear within the reservation itself.

## **SPECIFIC RULES**

- Internal autonomous users at CIB will make reservations through the link <https://reservas.cib.csic.es/cromatografia/> using the same User and Password credentials as for the CSIC Intranet. For the last reservation slot (appearing as 16:30h on the calendar), samples can be brought in (provided they do not require prior preparation in the Service) until 17:00h.
- Internal users at CIB requiring prior sample preparation before analysis must contact the Service staff IN ADVANCE.
- Upon making a reservation, a question mark will appear next to the user's name who just made the reservation. When the reservation is confirmed by the Service staff, this mark will disappear.
- Reservations should NOT be made more than 7 days in advance.
- If reservations are made for free slots on the same day, it is necessary to inform the service as soon as possible so that the unit can be properly coordinated.

- If any user needs a large number of slots (say more than one per day for a week), they **MUST** consult with the responsible service technician to distribute the slots and avoid leaving the rest of the center without equipment.
- Please refrain from making "preventive reservations" routinely to avoid last-minute cancellations, as unused slots often go to waste, which is detrimental to other users, especially during peak times.
- If you wish to reserve slots marked as "Consult with the service", contact the Service beforehand to see if it is possible.