

User guide for RS 2000 X-ray Irradiator

❖ General rules for reserving RS 2000 X-ray Irradiator

➤ Operating Hours

- **Regular Hours:** Monday to Friday, 8:30 AM – 5:30 PM
- **After-Hours Use:** Not typically permitted. In exceptional circumstances, requests must be submitted via email to Dr. Weiyi Peng (wpeng2@central.uh.edu) or Dr. Jiakai Hou (jhou21@central.uh.edu) at least 48 hours in advance for approval.

➤ Reservation Policy

- Reservations are managed on a “First Come, First Served” basis.

➤ Billing policy

- Time will be billed in 0.5-hour increments:
 - Usage < 0.5 hour will be rounded up to 0.5 hour
 - Usage between 0.5 hour and 1 hour will be rounded up to 1 hour.
- Billing will be based on the reserved time slot,
 - Actual usage time will be adjusted post-session to reflect the accurate duration used.

➤ Cancellation Policy

- Cancellations must be made at least 24 hours in advance.

➤ Late Start

- Please respect the scheduled time of other users and make every effort to adhere to your reservation.
- If you are delayed by more than 30 minutes, you must email Dr. Jiakai Hou (jhou21@central.uh.edu) to confirm and secure your reservation.
- If there is a delay of more than 30 minutes without prior notice, your reservation will be automatically canceled, and a 1-hour charge will be applied.

➤ Overrun

- Extension beyond your reserved time is only permitted if the system is available and does not conflict with the next scheduled user.
- Please check the schedule or consult facility staff before overrunning your session.

❖ **We only provide users with the unassisted service (Independent Access)**

➤ **Training Requirement:**

- All new users **MUST** complete EH22: X-ray Safety Training before the Operation training.
- All new users **MUST** complete the operation training provided by the designated core staff.

➤ **Training Assessment:**

Trained users must schedule a test run (no experiments) with Dr. Jiakai Hou, during which they must operate the machine independently from start-up to shut-down.

➤ **Approval Process:**

Upon successful completion, users will sign an **Agreement Form** and submit it to the points of contact.

➤ **Access Granted:**

Approved users will be added to the **SERC 3F RS200 X-Ray irradiator** and allowed to reserve time on the RS2000 X-ray irradiator.

➤ **Reservations:**

Reservations must be made online through **Microsoft Bookings**.

Points of Contact:

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