

Training and Authorization policies for DSA:

- 1) Training will be based on first come first basis. We will be giving training in sequence based on their request instead of giving random training.
- 2) Every 15 days maximum 3 users will be going under training by the two authorized users assigned to them.
- 3) 15 days training sessions are divided as follows

First Week	Monday	5.00PM to 6.30PM	Overview run	SO/CSO/operator
	Wednesday	5.00PM to 6.30PM	Training	AU
	Friday	5.00PM to 6.30PM	Training	AU
Second Week	Monday	5.00PM to 6.30PM	Training + Hands on	AU
	Wednesday	5.00PM to 6.30PM	Training + Hands on	AU
	Friday	5.00PM to 6.30PM	Test	SO/CSO/operator

- 4) We will keep all the above slots reserved for the training, so we request all AU's to not use these slots for their runs.
- 5) All the students who are going under training should get their all doubts clear from AU or SO/CSO/operator during the training in order to to avoid any damage to the system in future.
- 6) AU should complete the training by sharing the duties between them. Even if they don't have actual samples for training they should give the training on dummy samples.

Slot Booking Policies for DSA:

- 1) The maximum allowed booking is 8hrs/week.
- 2) The AU/invited user must arrive on time to activate the slot. Not more than 1 auto cancellation is permitted per week.
- 3) No more than 3 slots can be booked in advance.

Tool Usage Policies for DSA

- 1) The lamp must be left on after usage if there is a booked slot on the DSA within the next 2 hours. If an AU cancels her/his slot after the previous user's slot, then it is this AU's responsibility to check if the lamp must be switched off and act accordingly.