

## SOP for Cost-sharing of LSM 710 Laser Scanning Confocal Microscopy System

To use the equipment, user needs to book a time slot via Microsoft Outlook of the following Outlook online Calendar.

**Calendar: Yap Lai Lai – LSM 710 Confocal Microscope**  
Access to this calendar is by invitation only. Please e-mail [bchyll@nus.edu.sg](mailto:bchyll@nus.edu.sg) to request invitation.

Please key in the following information in the booking calendar:  
Full name / Lab / Contact no. / Trained by Zeiss or others (name)

Quarterly billing will be issued based on the booked slots in the Outlook online calendar and usage logged in the logbook. Please delete your online booking entry if you need to cancel your booking. The current charges are **\$15/hour** for Department of Biochemistry users. A package price of **\$5/hour** is applicable only for long-term time-lapse experiments for a minimum booking and usage of 12 hours.

The office will review the calendar and logbook at the end of each quarter and issue an internal invoice accordingly.