

ENVIRONMENTAL SAFETY FACILITY SCHEDULING INSTRUCTIONS

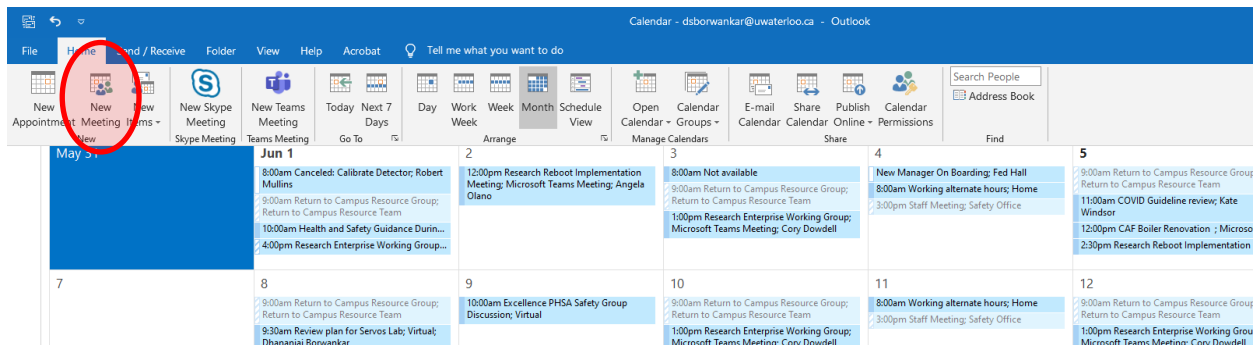
SCHEDULING

All ESF locations now have a Microsoft Outlook calendar associated with it that users will be required to use if they wish to drop off waste. Time slots will be in 10-minute increments within specific time blocks on each day. The following restrictions apply:

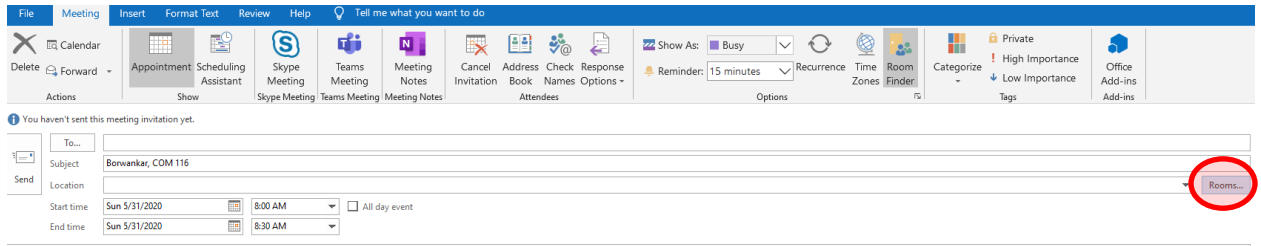
- Each laboratory location can schedule only one 10-minute slot per week.
- Laboratories must register for a time slot by 4 pm the previous day for a next day appointment. Example - attempting to book at 4:15 pm on Tuesday for a Wednesday time slot will not be permitted.
- When signing up for a time slot, the PI and lab location must be identified.
- All waste containers must be properly labelled and waste profile forms must be complete prior to arrival or the time slot will be forfeited.
- When arriving at the ESF, please wait in the designated area until you have been signaled to enter.

How to book an appointment

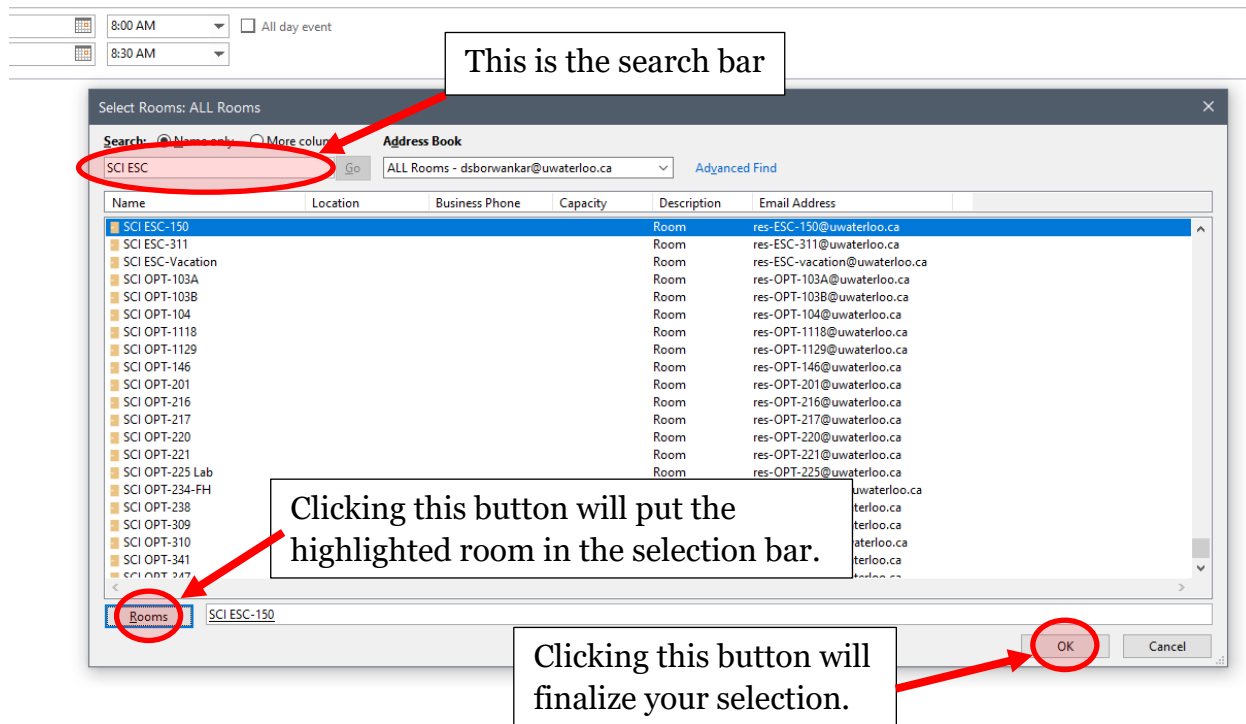
- Go into your outlook calendar and click on “New Meeting” at the top



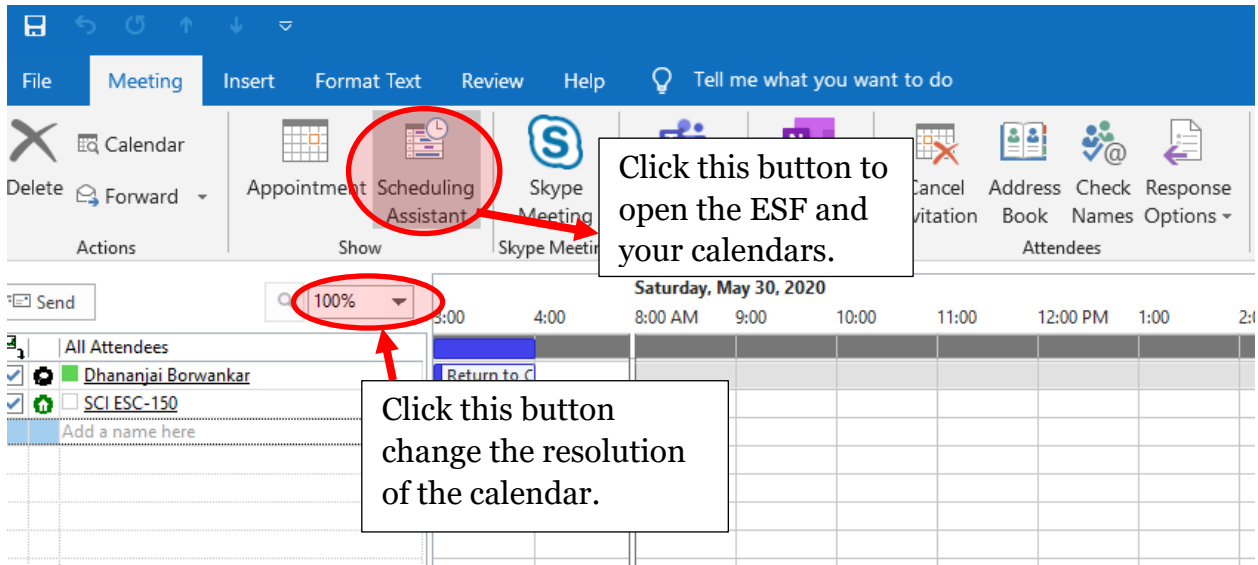
- In the subject box, enter the PI’s name and the location of the lab (E.g., Smith, B2-395)
- In the location section, on the very right is a “Rooms” button. Clicking this button allows you to search rooms on campus.



- A pop-up will appear that allows you to search for a particular room. Search for the ESF location you wish to book then click the “Rooms” button at the bottom, then click the “OK” button.
- Waste rooms are designated as follows:
 - SCI ESC-150 (main campus waste room)
 - SCI PHR-1016 (pharmacy)
 - ENG DWE-1521
 - ENG E6-1022



- To select a time, click on the “Scheduling Assistant” box. This will bring about the view below.



- To change the calendar resolution, click on the dropdown button highlighted in the image above with the “100%” in it.
- Select an open time slot. After viewing the open times, enter the beginning and ending time in as depicted in the image below.
 - **Note:** If you do not type in the desired time, you will only get the option of half hour increments. If you try to book half-hour increments, your booking will **NOT** be accepted.

