**Determining Nanofab beneficial lab time credit:**

1. The two common ways for logging beneficial time:
	1. If you help staff with Nanofab related work such as maintenance, construction or cleanup of equipment or the lab.
	2. If you happen to help/train someone outside of your group unplanned while you are logged in to the Nanofab. Please review the below paragraphs to understand other situations.
2. When you are training a group member or any other user the correct way to enter the Nanofab is to log in and then take the user in as a visitor. We assume that you are training while you are performing your own work and the other user is only observing. Only one user can be using the equipment and that user should be charged for their use.
	1. This should not be logged as beneficial time as the visitor is not charged.
3. The other method would be for the new user that is being trained to log in and you will go in as the visitor. This will allow the new user to handle and operate systems while you observe his use as the visitor.
	1. This should not be logged as beneficial time as the visitor is not charged.
4. Visitor badges can be obtained from the staff during the normal weekday hours and that will remove any confusion about the shadowing of another user without logging in. But on weekends and at nights we expect everyone to follow the honor system and do the right thing. We encourage new users to shadow current users as a visitor to become familiar with the Nanofab before becoming actual users.
5. The Nanofab relies on the honor system and the visitor “observation only” policy is clear. If users are caught violating the visitor policy and operating/handling anything in the lab while being a visitor both the user and the visitor will be suspended from the lab with no exceptions.