

IMAGING CENTER OF THE IGBMC

PHOTONIC MICROSCOPY FACILITY

CHARTER

Date: _____

Name: _____

Team: _____

Full respect for this policy is essential for optimal functioning of the facility. Disrespect of this policy will lead to access denial.

Primary access to the facility

To get primary access to the facility the potential user must describe the project using the training form provided by a member of the facility staff. The filled training form must be returned to the director of the facility.

Usage of the facility equipment

Access to the equipment of the facility is granted after the terms of this policy have been accepted (signatures of both the potential user and her/his team-leader are required) and the appropriate training has been carried out by an engineer of the facility. After the training and the successful completion of a subsequent supervised session, autonomous usage will be granted.

Access is regulated by booking via the online booking system (new equipment not present in the booking system must be booked by e-mail addressed to the facility). Usage of any type (imaging, data transfer, preheating *etc.*) and duration is subject to booking and billing. Usage of the sample preparation space, incubators and hood are also subject to booking. The actual usage must correspond to the booked slot. Booking more than 2 weeks in advance is not allowed. The modification/cancelation of a slot is possible up to 24h in advance upon request. After this deadline users are encouraged to notify the mailing list *Photonic Alert* in the case of non-usage of the slot. In the absence of the facility staff the keys for the facility rooms can be requested at the security desk following the booking of a device or space via the booking system.

Neither installation of software nor modifications of existing software/hardware settings are allowed.

Disassembling or modifications of any components of imaging systems even in the case of malfunctioning are not allowed. Replacing of objectives or filter cubes is not allowed. A modification of the latter type can be requested from the facility a day in advance at the latest and is subject to acceptance by a member of the facility. Changing the location of the lamps is not allowed.

Changing the temperature of rooms is not allowed. Changing the temperature and gas parameters of the facility incubators is not allowed.

Cell phones must be switched off or put into airplane mode in the rooms containing confocal systems.

Security

Both eating and drinking are prohibited in the rooms containing the systems. Deactivating laser interlocks is prohibited. Going behind the systems is prohibited. Using gloves while manipulating microscopes is prohibited.

Assistance

An assisted session can be requested in advance and is subject to acceptance by a member of the facility.

Data handling

The acquired data cannot be stored on hard drives of the imaging machines and must be transferred immediately. The facility erases the data without notice. The acquired data should not be visualized or processed on imaging machines.

Cleaning

The objectives, sample mounting stages, benches and desks must be left clean after use of a system. Anything left behind will be discarded without notice.

Switching-off

If not specified otherwise, systems must be switched off by the last user of the day according to the booking system.

Incidents

Any incidents must be reported immediately to the facility (by e-mail in the absence of staff members). This includes malfunctioning of microscopes and computers (*e.g.* crashes, electric discharges), and also breaking of slides and coverslips, leakages of immersion oil or media *etc.*

Signatures

User: _____

Team leader: _____