

## **RULES**

### **GENERAL**

1. The Laboratory of Imaging Tissue Structure and Function operates as a microscopy core facility within the Neurobiology Centre. The Laboratory provides access to microscope systems, imaging procedures, data processing and visualization techniques.
2. The Laboratory is open to all researchers from the Institute of Experimental Biology and external institutions.

### **Booking and laboratory hours**

3. The Laboratory is open Monday-Thursday from 9.00 to 18.30 and Friday from 9.00 to 16.00. The Laboratory staff will provide assistance and training to the users within the working hours.
4. Microscope systems in the Laboratory must be booked for at least half hour session using the electronic booking system (BookMyLab). Each user may book up to 15 hours in a month on all systems altogether.
5. The sessions on microscope systems are assigned as the orders are placed (first come – first served basis). Bookings should be made at most two weeks in advance. Users must contact the Head of the Laboratory if a booking on a specific date is required. The Laboratory staff will make an every effort to resolve any possible conflicts and provide smooth operation of the facility.
6. Each microscope system can be operated (within working hours) by a user only following basic training on that system. The training (at least 3 hours – one session) is performed by the Laboratory staff, upon arrangement.
7. Booking and operation of a microscope system out of the working hours of the Laboratory requires permission from the Head of the Laboratory and completion of at least 3 sessions on the system within the working hours. The out of hours booking is not a subject of limitations described in p. 4.
8. Booking may be canceled by a user not later than 2 hour in advance, at no cost. The user should inform about the released session by sending an e-mail to [confocal@nencki.gov.pl](mailto:confocal@nencki.gov.pl). Later cancellation results in charging half of normal rate for the booked time.
9. Failure to show up for the session in 30 minutes after its start results in automatic cancelation of the booking. The user is charged full the rate for the booked time, which is included in the limit (described in p. 4).
10. A booked session can be extended or shortened at any time, following notification of other users by e-mail to [confocal@nencki.gov.pl](mailto:confocal@nencki.gov.pl) and modification of the relevant entry in the electronic booking system (BookMyLab).

### **Fees**

11. Using of Zeiss TIRF and Leica SP5 microscopes is free. Flat fee of 8 PLN per hour is charged for usage of every other microscope system in the Laboratory.
12. Full assistance of the Laboratory specialists is provided for 40 PLN per hour. The service includes execution of microscopy experiments (except Zeiss TIRF, Leica SP5 and Leica AF7000) and/or data processing and visualization.
13. Training provided for 40 PLN per hour, on every microscope system (except Zeiss TIRF, Leica SP5 and Leica AF7000). The listed fees do not include taxes.

14. Actual charging procedure of user charging will be set in accordance with the rules of Centre of Neurobiology.

### **Operation of the equipment**

15. Before start of the work each user is requested to verify that the microscope system is in good working order and report any problems to the Laboratory staff. In particular the user should check whether traces of oil or other liquids are absent on the objective lenses or other parts of the microscope.
16. User may switch on the microscope only following booking of the system.
17. After the measurement each user must remove immersion liquids (if used) from the objectives and leave other parts of the system clean. If there is no following booking (out of Laboratory open hours) a user must switch off the system and its components.
18. User should record in a log book of the microscope his/her name, laboratory name, date of usage, objectives and lasers used.
19. Users are encouraged to consult the Laboratory staff, at any time within the working hours, with respect to operation of the equipment and optimization of microscopy measurements. The staff will make an effort to assist also users working out of hours.
20. Users have to notify the Laboratory staff about failure and other technical problems they encountered when operating the equipment. When a microscope system is out of order the Laboratory will immediately notify the users, which booked the system. The staff will strive to minimize the down-time and disruption of the experiments performed by the users.
21. User will be held responsible for any damage which occurred during the booked time and resulted from improper use of the microscope system. In particular, users working out of laboratory hours take full responsibility for the operation of the booked systems.
22. Users planning using the environmental chamber, Ti-Sa (two-photon) or UV (355 nm) lasers are requested to contact the Laboratory staff before the planned session.

### **Miscellaneous**

23. Access to wet lab and tissue culture room is provided for microscope users upon arrangement with Head of the Laboratory.
24. User data are stored in Laboratory for 1 year. The data may be transferred from the computers in the Laboratory after the storage media has been scanned for viruses and other malware on a designated computer.
25. Basic operation instructions are available at each microscope system and the Laboratory webpage. Users are requested to familiarize themselves with these instructions, prior to first use of a microscope system.
26. Users are requested to acknowledge the contribution of the Laboratory in any publications where it is relevant. Moreover, the Users are encouraged to inform the Laboratory of any such publications.
27. Access to the equipment of the Laboratory is granted only after acceptance of this set of rules, confirmed with a signature. The Laboratory reserves the right to deny access to the user, should a serious breach of the rules occur.
28. The Laboratory reserves right to change the above rules, upon prior notification. Users may then withdraw their acceptance of the rules, which is otherwise assumed.