

## Cell Imaging Core Policies Agreement

Welcome to the Cell Imaging Core. We provide an imaging resource that is shared by hundreds of researchers across campus. To facilitate cooperation, we need agreement on certain policies.

### Consultation Form for New Users

We want to ensure that you get the best possible data for your research. The patron consultation form must be completed before the first session with a staff member.

### Calendar and Usage Policies

- Users must be trained and authorized by a **Cell Imaging Core staff member** (not by a senior lab member or another counterpart) to use any core instrument.
- All time with equipment and staff members must be booked through our calendar.
  - Instruments and Workstations can be booked at any time, but staff time should be scheduled at least 24 hours in advance.
  - If a user is found operating an instrument without a scheduled booking or authorization, they **will be charged \$100/hour** for the use.
  - If you have a quick question and we are available, we are happy to assist. If it turns into extended assistance, please ask us to put it on the billing calendar.
- Cancellations, modifications, and rescheduling must be done at least 12 hours in advance.
  - We make allowances for equipment problems or special circumstances, but, in general, we do not cancel bookings within the 12-hour window.
- Cell Imaging staff are available for assistance during normal business hours (M-F, 9a-5p).

### Microscope Room Etiquette

- Microscopes and workspaces must be cleaned after use (oil on lens, slides, plates, etc.)
- Food and drink are **prohibited** in the microscope rooms.
- Take your samples with you after your session. We are not responsible for lost samples.
- You **must** comply with the standard operating procedures for the corresponding biosafety level of your sample.
- Do not borrow or remove Core equipment or materials from the microscope rooms.

### Logbooks

All users are required to record their use and any equipment issues in the corresponding logbook.

### Data Storage and Handling

It is **your** responsibility to have a backup copy of your data. The Cell Imaging Core is not responsible for storing your data or for data lost due to hard drive failures or deletions.

- Please do **not** store any data on the C drive, including the Desktop and Documents folder.
- We may delete any data over 6 months old, without warning, if free space is needed.

### Acknowledgment

Acknowledgment of our Core is **required** in your published work. This assists our Core in obtaining funding that allows us to continue to provide exceptional equipment and services.

I acknowledge that I have read and do hereby accept the terms and conditions contained in this Cell Imaging Core Policies Agreement.

Name (printed): \_\_\_\_\_ PI (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_