

Key Sign-out

Basic Sciences Imaging Center

Light Microscopy Suite

Rules and User Responsibilities:

1. **PLEASE** contact the confocal microscopy technician if you are **unable** to use the microscope at your assigned time.
2. If a person is more than **20** minutes late, without having given notice, the assigned time slot will be given to another person on the waiting list.
3. Training on the equipment is required and users will need to demonstrate an adequate level of expertise in use and care of the confocal systems before being permitted independent access to the facility (See "After Hours Usage"). Trainees are expected to develop the skills necessary to work independently.
4. Sample preparation, consumables, and data storage media will be the responsibility of the user. Specific software for Zeiss image processing and post-acquisition data analysis is available on the light microscopy core workstation.
5. Data on the confocal microscope computer hard drives that are over one month old will be deleted at the beginning of each month. To avoid loss of data, users are strongly encouraged to transfer their imaging data to their own storage media or to a server site at the end of each imaging session. Assistance in transferring data to servers within the medical school can be obtained from the confocal microscopy technician.
6. If you should encounter problems with any of the microscopes or workstations, **be sure** to ask imaging center personnel for help rather than to try and fix the problem yourself.

After Hours Usage:

1. In order to use the Imaging Center Light Microscopy Suite after hours you must:
 - a. **Have at least 20 hours of usage on the scope**
 - b. **Receive clearance from the light microscopy core director**
2. Once clearance is received, keys may be checked out from microscopy core personnel to use a specific microscope.
3. When a key is checked out, all information on the sign-out sheet **MUST** be completed and keys **MUST BE** returned the next working day.
4. If keys are given to anyone else during your approved time, you will no longer be able to use the suite after hours.

I agree to the above conditions regarding the use of a key assigned to me on a temporary basis and to abide as well to the UND Campus-wide Key Policy (please see copy in the Basic Sciences Imaging Center).

Key Holder

Date

Department

Room Number