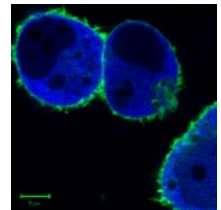


# Basic Sciences Imaging Center Light Microscopy Core



## Policies and Scheduling

1. Training on the equipment is required of all equipment users and users will need to demonstrate an adequate level of expertise in the use and care of the confocal systems before being permitted independent access to the facility (See “After Hours Usage” below). **First time users** should contact the confocal microscopy technician to schedule training.
2. Users must schedule their time on the sign-up sheet posted on the Light Microscopy Core website (Lab sign-up). You will need a password to access the on-line sign up sheet. A password will be assigned to users after he/she has completed the necessary minimum **20 hours of training**. Until users receive their password, they are asked to call the confocal microscopy technician to schedule training times.
3. **PLEASE** contact the confocal microscopy technician if you are unable to use the microscope at your assigned time. If a user is more than **20 minutes late**, without having given notice, the assigned time slot will be deleted from the on-line sign up sheet.
4. Sample preparation, consumables, and data storage media will be the responsibility of the user. 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 microscopy core 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 you wish to use.**
  - b. **Receive clearance from the light microscopy core director.**
2. Once clearance is received, keys may be checked out from the light microscopy core personnel to use the specified 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, after-hour use privileges may be revoked.