

Memo: to all faculty and users of the microscopy facility in Higgins Hall (525)

From: Bret Judson, Electron Microscopy and Imaging Facility Manager

Date: 10/15/2018

Re: Microscope booking, facility usage, and security

### Instrument Sign-Up:

The following sign-up policies will be in effect starting 10/22/2018 and are subject to periodic review by the microscopy core committee:

- Users may sign up for instruments up to 7 days in advance. Slots of up to 4 hours in length may be reserved up to a maximum of (2) slots per instrument per user in any given week (Monday-Friday). When greater than (2) 4 hour slots are required, users may request an exemption from this policy by contacting the Imaging Facility Manager. If a user granted an exemption is unable to use the committed time, the user must contact the Imaging Facility Manager immediately who will then alert other instrument users by email of the change in availability. In all cases accurate accounting is expected and users are required to log all time and modify actual time used where appropriate.
- On any given weekday, if microscope time is available, users may then sign up for that day or the next day for 1 session up to 4 hours in length.
- These restrictions apply to use between the hours of 8am-5pm Monday through Friday.
- Use after 5pm on weekdays, or any time on weekends is not restricted. Although time is not restricted after hours, signing up is still required.

### Training:

All users for any facility managed equipment must be trained. Potential users should discuss their research plans with the Imaging Facility Manager and arrange training when samples are ready to image. No trained operator should attempt to use another piece of equipment for which they have not been trained. Trained users are welcome to bring others around to observe, but under no circumstances may untrained users use the facility equipment. For live-cell imaging consult the Imaging Facility Manager for facility policy regarding what can and what cannot be brought in to the facility.

### Security:

The door to 525 should not be blocked open. Key card access for 525 is managed by the Imaging Facility Manager.