

Microscopy facility Users Agreement

This agreement serves to acknowledge that new users are aware of the microscopy facility policies and that they agree to abide by them.

- I have read the user guidelines
- I agree to treat the equipment in the microscopy facility with care, and to report any problems to the microscopy director
- Students: I understand that my research advisor will be responsible for any damage caused by my negligence or misuse of the equipment
- I agree to book the equipment through the online booking system according to the facility policies
- I agree to back up my image files and remove them from the computer/server within a week of my session
- I understand that files left on the computer or in the microscopy folder for more than two weeks will be deleted.

Name

Signature

Date

User Guidelines

Training

Before you can use the microscopes in the facility, you are required to undergo training with the Microscopy Director. Until you can demonstrate that you can run the equipment on your own without risk of damaging it, you will only be able to use it with supervision from either Dr Bannigan or another fully-trained user.

Booking time on the microscopes

Please use the online booking system to reserve time on the microscopes. Please be considerate of other people's needs. If the microscopes are extremely busy, don't book it ahead for days on end.

Using the microscopes

When using the equipment, please treat it with the utmost care. Objective lenses are very delicate and expensive. On an inverted microscope, such as the Nikon, they are also prone to damage by immersion oil. Please do not use excessive quantities of oil.

When using the equipment, please also be considerate of the next user. Leave the area as you would expect to find it. Clean lenses thoroughly and **fill in the log book** before leaving the microscope.

Please check the bookings page before you finish your session to check if there is someone booked after you. If someone is due to start within an hour of you finishing, you may leave the machine on. If not, please be sure to turn everything off.

If you cancel a booking less than 1 hour before you were due to start, please check that the machine is not left on for you by contacting either the person booked on before you or Alex Bannigan. If you cannot reach anyone, it is your responsibility to go to the microscopy suite and check that the system has not been left on for you.

Saving and storing data

The images you collect during your session are stored in the "Users" folder on the desktop. It is strongly recommended that you take good notes while imaging and save each session's images in a folder named by date. To make life easier, put the date in this format: [yymmdd] - that way they will always be arranged in chronological order, however many years the project lasts.

With multiple users the space will get used up very quickly if everyone stores their files there, so **it is your responsibility to copy the data onto a CD or your own computer within a week of your session. After that, the files will be automatically deleted.** You can use the shortcut "Microscopy on CSM server" on the desktop to move your files to the server, but DO NOT leave them there permanently. Back them up and then delete them.