

## **LIGHT MICROSCOPY CORE FACILITY MISUSE POLICY**

Purpose: to promote proper use of equipment and to respect the other Users. PIs will be notified for any fees. At the discretion of the Director.

### **Oil left on air objectives -or- oil dripped on the objective turret, stage, table, etc.:**

1<sup>st</sup> occurrence = reminder

2<sup>nd</sup> occurrence = \$100 cleaning fee

3<sup>rd</sup> occurrence = \$200 cleaning fee and suspension from the microscope or from using oil lenses

### **Retraining of microscope or oil use:**

1<sup>st</sup> occurrence = reminder with appropriate 'free' retraining

2<sup>nd</sup> occurrence = \$200 retraining fee

3<sup>rd</sup> occurrence = come on, really?

### **Using a microscope without training by facility staff:**

1<sup>st</sup> occurrence = billed for session, a \$200 training fee, and a \$100 inconvenience fee

### **Using a microscope or workstation without reservation:**

1<sup>st</sup> occurrence = billed for session and a \$200 inconvenience fee

2<sup>nd</sup> occurrence = suspension from the facility

### **Eating and/or drinking at the microscope:**

1<sup>st</sup> occurrence = reminder

2<sup>nd</sup> occurrence = \$50 cleaning fee

3<sup>rd</sup> occurrence = suspension from using facility. This violates EH&S and Institutional Biosafety policy.

### **Failure to log time into the Excel log-in file:**

1<sup>st</sup> occurrence = reminder

2<sup>nd</sup> occurrence = \$100 inconvenience fee

3<sup>rd</sup> occurrence = come on, really?

### **Failure to shut-down microscope properly, including at end of day (if you're the last session):**

1<sup>st</sup> occurrence = reminder

2<sup>nd</sup> occurrence = \$100 inconvenience fee, \$200 'wear and tear' fee if left on overnight.

3<sup>rd</sup> occurrence = come on, really?

### **>30 minutes late, never showing up, failure to cancel/attempt to cancel, routinely over-booking time:**

1<sup>st</sup> occurrence = reminder

2<sup>nd</sup> occurrence = \$200 inconvenience fee in addition to billed for the entire reservation

3<sup>rd</sup> occurrence = suspension from the microscope involved

### **Greater than 30 minutes late after end of timelapse:**

1<sup>st</sup> occurrence = reminder

2<sup>nd</sup> occurrence = \$100 inconvenience fee

3<sup>rd</sup> occurrence = suspension from timelapse privileges

### **Modifying default settings in the software, including image display, laser powers, optical settings, etc.:**

1<sup>st</sup> occurrence = reminder

2<sup>nd</sup> occurrence = \$100 inconvenience fee

3<sup>rd</sup> occurrence = suspension from the microscope involved

### **Personal files on PC, downloading software, altering PC performance, etc.:**

1<sup>st</sup> occurrence = reminder

2<sup>nd</sup> occurrence = \$100 'file deletion and PC maintenance' fee

3<sup>rd</sup> occurrence = \$200 'file and PC maintenance' fee and suspension from PC

### **Abuse of high-volume user ('Uber User') status:**

1<sup>st</sup> occurrence = reminder

2<sup>nd</sup> occurrence = \$100 misuse fee

3<sup>rd</sup> occurrence = \$200 misuse fee and termination of status