

**Light Microscopy Facility Policy – FY 2019/20**

**Thor and BlackWidow**  
**&**  
**Dante, Captain America, Pepper, Loki**

**Charges for use:**

The hourly charge for Thor and BlackWidow is \$50/hour. The hourly charge for Dante, Captain America, Pepper and Loki is \$23/hour. The maximum continuous usage for a single user performing standard microscopy Mon – Fri, 9am – 5pm is 3 hours per day, with a single user maximum of 4 hours per day, see usage limits below.

**USER POLICY:**

**General:** There is a lot of demand. Please follow these points.

1. Use the microscope only as directed by facility staff. “Leave it better than you found it!”
2. Be respectful and courteous. These are **shared** instruments.
3. **Immediately** report issues such as image artifacts due to dust, dirty objective, etc. – even if you’re the one that did it.
4. **You** can only schedule time and modify or cancel using the MCDB Cal.
5. The hard drive is **not** a server. The hard drive is **not** archival.
6. The computer is **not** your personal electronic device, do not treat it like one.
7. It is the responsibility of the User to start and end on time. A 30-minute grace period is granted at the start. If no attempt is made during the first 30 minutes to cancel or reschedule the reservation, **it will be canceled** and subject to a **cancelation fee** (see below) **in addition to charges for the session**.
8. Insufficient cleaning of oil immersion lenses will result in: 1<sup>st</sup> offense = **reminder**, 2<sup>nd</sup> offense = **\$100 inconvenience fee**, 3<sup>rd</sup> offense = **\$200 inconvenience fee** and **suspension** from using oil lenses.
9. If a User is late, never shows up, or routinely over books time, they will be 1) reminded, 2) billed a **\$200 inconvenience fee** and for the entire reservation, 3) suspended from the microscope at the discretion of the Director.

**Usage Limits (standard microscopy):**

- For standard use, sign-up can be at any point, subject to availability, and shall be no more than 1 week before the scheduled time.
- **Mon – Fri: Each individual user can book a maximum of 3 hours between 9am – 5pm. 4 hours can be used if some of the time is before 9:00am or after 5:00pm (or both).**

- **A laboratory is limited to 6 hours of use per day between 8:00am and 6:00pm – note, this means that at least some of the time is before 9am or after 5pm (or both).**
- If no one else is signed up after you, you may continue your session.
- Consult the Director if you need more time on the microscope.

#### Cancelling Your Session:

- If you need to cancel your session, delete your reservation in MCDB Cal as soon as possible.
- If you have scheduled time and you are unable to make it and can no longer delete the reservation from the MCDB Cal, **you must email the Director.**
- **If you cancel, you are responsible for making sure the system was turned off by the previous user. This is especially important if you cancelled your reservation the same day or just before your start time.**
- Failure to turn off equipment after use will result in: **1<sup>st</sup> offense, reminder and 2<sup>nd</sup> offense, a \$200 'wear and tear' fee.** This is especially important if you are the last scheduled user of the day.

#### TIME LAPSE

Dante is great for microscopy of live samples. So is BlackWidow! A continuous 4 hour block can be booked for timelapse during normal operating hours from 9-5 pm, M-F. Overnight (12-18 hours) can be performed during the week, starting at 4 pm, running no longer than 10 am the following morning; exceptions can be made, please inquire.

It is the responsibility of the User to plan for temperature and CO<sub>2</sub> stabilization.

For microscopy of live samples extending beyond 4 hours, a special sliding rate structure is used, up to 4 hours the rate is the normal hourly rate:

- For >4 hours up to 24 hours, the charge per hour is 5\$, and is capped at \$200.
- For >24 hours up to 48 hours, the charge per hour becomes \$2, and is capped at \$240.
- For experiments >48 hours up to 72 hours, the charge per hour remains \$2.
- For experiments >72 hours please see the Director.
- So, 4 hours = \$192, >5.5 hours = \$200, 16 hours = \$200, 24 hours = \$200, 36 hours = \$224, 48 hours = \$240, 72 hours = \$288.

#### Detailed:

- For time-lapse experiments lasting >24 hours, the microscope is ideally reserved at least 4 days in advance and the experiment must be run over the weekend

(‘weekend run’), between 4 pm Friday and 9 am Monday. Exceptions may be made after discussing with the Director.

- Timelapse experiments lasting  $\geq 24$  hours may be possible Monday – Friday only after discussing with the Director.
- It is the sole responsibility of the User to turn off the microscope and CO<sub>2</sub> at the end of the time-lapse. If any of the components are not turned off within 30 minutes of the end of a time-lapse there will be a **\$50/hour** surcharge for each hour.
- In the event of a ‘bad time-lapse run’ it will be determined together by the User and Director if the cause is due to microscope failure, e.g. shutters, lasers, focusing system, camera or other mechanical issue or catastrophic software failure, and charges will only be applied to the portion of the experiment that is successful.
- Checking the water reservoir if needed and the CO<sub>2</sub> tank to ensure adequate supply for the duration of the experiment is the sole responsibility of the User. The Director can be consulted before the experiment for their input, but the decision is that of the User.
- In the event of a power failure, charges will only be applied to the portion of the experiment that is successful.
- The sample, ‘not being bright enough’, ‘under imaged’, ‘out of focus’, and other related issues, is the responsibility of the User. Biological samples are dynamic and plastic and movement in X-Y-Z is common, please take this into account. Consulting the Director beforehand is highly recommended.
- If the User desires a 24 hour time-lapse it is their responsibility to start on time and allow enough time to achieve 24 hours and return the system to its resting state and remove data before the next user arrives or their experiment can be terminated. Failure to be finished prior to the next user is strongly discouraged.
- It is recommended that the User writes his/her data files directly to their own USB3.0 external drive via a USB3.0 port.
- It is the responsibility of the User (1) to copy off their data before the next User (2) arrives. If User (1) chooses to leave data and retrieve it later, they accept the risk that their data may be deleted by User (2) if storage space is required. As general policy, if a User (2) needs to delete stored data to provide additional space to conduct his/her experiment, they will be instructed to delete oldest data first.