

Dr. Harini Sreenivasappa Director of Core Operations PISB Room 414 hs324@drexel.edu (215) 571-4053

# **USER AGREEMENT FORM**

,	, member of Dr	laborato	ry,
will use the CIC microscopes according to th	e following rules and regulation	s:	

#### **TRAINING:**

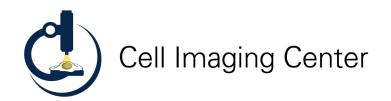
- I must be trained by Dr. Sreenivasappa in order to use a CIC microscope. After training, I must be supervised by Dr. Sreenivasappa until I am permitted to work independently.
- I am permitted to operate only the microscope types that Dr. Sreenivasappa has trained me on. If I need to use other microscope types, I must contact Dr. Sreenivasappa prior to using them.
- Lab-mates, colleagues, friends or acquaintances of mine are not allowed to use any CIC microscopes unless they have been trained and given formal permission by Dr. Sreenivasappa.
- > If I have not used a microscope for over 6 months, I must contact CIC prior to making a reservation.

## **SAFETY / CHEMICALS & BIOHAZARDS:**

- ➤ I am aware that laser radiations are potentially hazardous because they can create permanent damage to the retina of the eyes. I must avoid eye or skin exposure to direct or scattered radiations. I will not look at my sample while lasers are in use.
- I must notify the CIC in advance for each instance of planned use of any hazardous chemicals, unconventional live organisms or infectious materials.
- > Food, beverages, and radioactive materials are strictly prohibited in the facility.

## **SCHEDULING / CANCELING:**

- ➤ I will reserve the microscope using iLab online calendar. Reservations must be placed at least 24 hours and no longer than 2 weeks in advance of the intended time of use. Exceptions could be made only after contacting Dr. Sreenivasappa.
- Same day extensions and reservations can be made on a first-to-book basis only if no one else is signed up.
- ➤ I will not reserve more than a 3-hour time block between 9 am and 6 pm Mon-Fri. Longer reservation times are possible after obtaining permission from Dr. Sreenivasappa.
- ➤ Users from my lab must make an effort to collectively NOT exceed 4 hours of usage per day for any microscope between 9 am to 6 pm Mon-Fri. If a member from another lab needs to use a microscope, I understand that I may need to yield to his/her need, so members from at least 3 different labs can be accommodated during the course of a working day.
- Outside 9 am and 6 pm M-F, longer time blocks can be reserved on a first-to-book basis. I understand that it is my duty to be considerate and flexible in the amount of time I reserve.
- If I need to cancel my session, I will delete my reserved time on the booking calendar at least 24 hours in advance. Failure to cancel my reservation could result in temporary or permanent loss of my privilege to use CIC instruments, and my lab would be billed for the reserved time that I did not use.
- Same day cancelations are allowed on occasion, but repeated cancellations are prohibited, and the CIC reserves the right to bill labs for canceled time. All same day cancelations must be notified by emailing CIC-users-l@lists.drexel.edu. After my initial email, I must approve my message in order to post. It is my responsibility to ensure that the user before me turned the microscope off. I must contact the users before and after me, and let them know that I am canceling my reservation.



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#### **DURING YOUR MICROSCOPE SESSIONS:**

- I must start and terminate my session punctually. If I fail to begin or finish on time (15 min within the intended time), the user before me has the right finish his/her experiment before I begin and the user after me has the right to terminate my experiment, especially if I am not present while my sample is on the microscope. If I run more than 15 min late, I must notify both the user scheduled before me and Dr. Sreenivasappa. Repeated failures to begin/end punctually could result in loss of my CIC privileges.
- If the microscope has been recently turned off, I will wait at least until 30 minutes have passed before restarting the system. This procedure is designed to prolong the lifetime of lasers/arc lamps.
- > I must use the iLab Kiosk to start and end my imaging sessions.
- I must truthfully and accurately fill in the microscope sign-in/out sheet.
- ➤ I am aware that only 60x and 100x objectives are oil immersion objectives. I will not use oil on 10x, 20x, or 40x objectives. I will not switch from an oil to air objective unless I clean and dry my sample from any residual oil or cleaning liquid. I must lower all objectives before switching between objectives.
- If I use nail polish on my coverslips, I will wait until it is completely dried before I place my sample on the microscope stage.
- It is my duty to check if a user is signed up immediately after me. I will leave the system on if someone is booked next (within 1 hour), otherwise I will turn it off.
- If I am powering down the FV1000 confocal microscope, I must wait 5 minutes before I turn off the laser fan. I will not walk away without turning off the laser fans.
- I am fully responsible for keeping the microscope area clean and ready for the next user. I will dispose all used lens papers, Kimwipes, and other disposables to the trash cans. I will clean any oil objectives I used with lens wipes only. I will immediately wipe off any excess of oil residue from the microscope stage and objectives.
- Any images left on the computer hard-drives may be deleted without warning. I must transfer my data to a safe location as soon as possible after acquisition. I will not leave behind copies of my files computers quickly get over-loaded by the volume of image files produced.
- ➤ I must report any damage / malfunction to Dr. Sreenivasappa.

I must acknowledge the Cell Imaging Center in all publications of data and results obtained through the use of CIC microscopes; it is critical for the long-term viability and expansion of CIC.

I understand that failure to abide by these guidelines may result to temporary or permanent ban of my privilege to use the CIC microscopes.

I hereby certify that I have read and understood all these rules, regulations and procedures of operation and scheduling. I am in complete agreement with these guidelines.

User Signature	Date	
PI Signature	Date	