



# Cell Imaging Center

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## USER AGREEMENT FORM

I, \_\_\_\_\_, member of Dr. \_\_\_\_\_ laboratory,  
will use the CIC microscopes according to the following rules and regulations:

### COVID HYGIENE:

- **I will wear my face mask at all times** when inside the CIC facility in accordance with the COVID-19 Prevention Strategy: Research Work Controls from Drexel Environmental Health and Safety
- I will not bring anyone with me to CIC instead I will use remote options like zoom for observation or collaboration
- I will minimize the number of items (besides samples) that are brought into the room. Avoid bringing bags and coats into CIC
- I must wear my lab safety glasses while using the microscope. Lab safety glasses not required with prescription glasses

### SCHEDULING / CANCELING:

- I will reserve the microscope using iLab online calendar. **Reservations must be placed at least 48 hours and no longer than 2 weeks in advance of the intended time of use.** Exceptions could be made only after contacting Dr. Sreenivasappa.
- I understand that PISB 408 occupancy is limited to 2 people and I will check the general calendar for availability of the room before I reserve time on the microscope.
- Plan extra time for disinfecting the microscope.
- **I must start and terminate my session punctually** and not overlap with the next user to ensure social distancing.
- Same day extensions and reservations can be made only with permission from Dr. Sreenivasappa.
- I must allow 15min time between adjacent reservations on the instruments to allow time to clean and disinfect and to allow multiple air changes to occur to remove aerosolized contaminate
- I will use the CIC email server (cic-users-l@lists.drexel.edu) to immediately notify any cancelations, rescheduling or any other issues to all users of the CIC

### DURING MICROSCOPE SESSIONS:

- Once inside CIC, I will
  - thoroughly disinfect my hands with hand sanitizer
  - don fresh gloves provided by the CIC
  - proceed directly to the scheduled microscope and close the curtain/ door
  - disinfectant my work area and microscope at the beginning AND end of my session. Saturate kimwipe with 70% ethanol until its wet but not dripping and wipe down the workspace including:
    - desk area around keyboard and mouse
    - keyboard and mouse
    - eye pieces
    - the region around the eye pieces
    - joystick/ translation knobs
    - touchpad (if there is one)
    - microscope stage and inserts
    - focus knobs



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- I WILL NOT SPRAY, DOUSE or POUR ON ANY PART OF THE MICROSCOPE WITH 70% ETHANOL OR OTHER LIQUID. Excess ethanol is a fire hazard and dried ethanol droplets can also mess up the optics in a microscope
- I WILL NOT WIPE THE OBJECTIVES WITH KIMWIPES OR ETHANOL! I must use only lens paper as I normally do.
- I must use the iLabs kiosk to start my session and continue with my imaging session following all the CIC rules
- I MUST WEAR A MASK THROUGHOUT MY IMAGING SESSION. Goggles are required when using oculars. It is highly encouraged to use camera over eyepieces to locate my sample when possible.
- I must avoid touching anything in CIC that is not necessary for my work. I will also make sure not to wander into other lab spaces within PISB or Bossone without permission
- I will keep my cell phone in my pocket and use it ONLY if absolutely necessary (for example, if I need to contact core staff for help or if I need to call security). If I do use my phone during my session, I will spray my gloves with 70% ethanol after I put my phone away
- I must change gloves if I happen to contaminate my gloves with my sample. I won't touch the microscope with contaminated gloves.
- After finishing work, I must
  - dispose all used lens papers, Kimwipes, and other disposables to the trash cans
  - 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.
  - wipe down the workspace with 70% ethanol as described before
  - remove gloves before leaving the microscope room, dispose in the gloves in biohazard trash at the door
  - disinfect my hands with the hand sanitizer
- **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 fully **responsible for keeping the microscope area clean** and ready for the next user.
- I **must report any spills / damage / malfunction** to Dr. Sreenivasappa.

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 understand the rules listed below precede the rules listed in the CIC user agreement. during the COVID 19 pandemic and I will keep up with the updates sent to CIC listserv

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 \_\_\_\_\_