



USER AGREEMENT FORM

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

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.

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 _____