

Facility Use Guidelines for the Zeiss AxioImager M1 microscope

1. Faculty, staff, postdoctoral fellows, and students who wish to use the Zeiss AxioImager M1 microscope in the BIDMC microscopy core facility should contact the Confocal Core Supervisor, Lay-Hong Ang (lang@bidmc.harvard.edu or 7-5373), to schedule a training session. The training session is typically 1 hour long. Each individual user of the Axioimager M1 microscope MUST receive instruction from the BIDMC Confocal Core staff before using the microscope. This requirement exists regardless of whether or not there are already trained individuals from the same laboratory using the microscope or whether the new user has prior experience with similar microscopes.
 - a. Any experienced user of the Axioimager M1 microscope that does not use the microscope within 6 months of the last active session must be retrained before independent usage will be allowed. The training session can be abbreviated but is required and training fees will be charged for this retraining session.
 - b. Training other users in your lab group or allowing untrained users to access the Axioimager M1 microscope under your sign-up will result in having microscope usage privileges revoked for a period of 6 months, with no second warning. Reinstatement of privileges requires retraining before independent usage will be allowed and training fees will be charged for the retraining session.
2. The Axioimager M1 microscope is available to trained, eligible users on an equal basis. Users with less than 20 hours of experience are expected to use the microscope during regular business hours, which are **9 AM-5 PM** Mon & Fri ; **9 AM-6 PM** Tues - Thurs. An individual user may reserve NO MORE than a 4 hour block of time and maximum of 8 hours per week. The reservation can be made up to 2 weeks in advance for BIDMC and HDDC users. All other external users can reserve microscope time up to 1 week in advance. If the Axioimager M1 microscope is not booked fully on the day of use, an individual user can reserve any unused time.
3. Access to the Axioimager M1 microscope is obtained by key, which is located in E/DA-814. The key is available only during working hours, which are **9 AM-5 PM** Mon & Fri ; **9 AM-6 PM** Tues -Thurs. Night and weekend usage are allowed only on a request basis and only after the user has completed a short check-out hands-on exam and has logged 20 or more hours of time on the instrument. Requests for night and weekend usage should be made directly and in writing to Lay-Hong Ang (lang@bidmc.harvard.edu).
4. Users who have reserved time on the Axioimager M1 microscope are responsible for reporting for their session. All users are expected to begin and end their sessions promptly in consideration of others. Please note that you will be expected to pay for any food or other breaks you take during scheduled time on the microscope.
 - a. Users are expected to cancel all reserved but unneeded time on the Yahoo! calendar at least 24 hrs prior to the session. If you do not do so and fail to report for your session, you will be charged the regular user fee if the core is unable to re-book your time from the waiting list.
 - b. Users who are more than 15 min late for reserved time may have their time reassigned to other users, unless your change in schedule is communicated to Lay-Hong Ang by phone at 7-5373 or by email at lang@bidmc.harvard.edu.
 - c. Any user who cancels another's time on the Yahoo! calendar and takes the time for themselves will be subject to immediate loss of privileges with no recourse for reinstatement. No exceptions.
5. Users are responsible for ensuring that the microscope, table, and surrounding area are kept clean and organized, as you find the room when you enter. Microscope objective lenses should be handled with care and cleaned after each use with ROSS

- lens paper (in the blue box—PLEASE don't use Kimwipes!!). We continue to allow food and drink in the Axioimager M1 microscope room as long as each user respects the privilege and is responsible and cleans-up their own spills and garbage.
6. Users are responsible for ensuring that the microscope is shut-down properly, as per the detailed instructions in the training session.
 7. Users are fully responsible for transferring their images to an external storage device. Microscope should not be scheduled that will be used ONLY to run the computer workstation. All images should be copied to an external storage drive DURING your scheduled session. ALL files will be deleted from the Axioimager M1 microscope computer on Friday afternoon by 2 PM. You will not be contacted to move or clear images from the hard drive in advance.
 8. Failure to follow training and other standard procedures is subject to penalty at the discretion of the facility Director. In general, users will be expected to cover the expense incurred by any misuse of the microscope and the computer. If mistakes are made in good faith and reported promptly, consideration will be made and the penalty reduced accordingly.
 9. Appeals to this policy are to be submitted in writing to Susan J. Hagen, PhD, Director Microscopy and Histology Core facility, (shagen@bidmc.harvard.edu).

I was given a copy of the “**Facility Use Guidelines for the Zeiss AxioImager M1 microscope**”. I fully understand that when using this instrument in the BIDMC core facility, I am held responsible for proper use of the instrument and will be held accountable for any problems that result from my actions. I also understand fully the sign-up and training requirements for extended use of the instrument and facility.

Printed name: _____

Signature: _____

Date: _____