

Policy for Use of the LSM510META Confocal Laser System

1. Faculty, staff, postdoctoral fellows, and students who wish to use the Zeiss LSM510-META confocal laser system 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 3 hours long. Each individual user of the confocal system **MUST** receive instruction from the BIDMC Confocal Core before using the confocal microscope. This requirement exists regardless of whether or not there are already trained individuals from the same laboratory using the confocal or whether the new user has prior experience with similar confocal microscopes.
 - a. Any user that is trained but does not use the confocal within 1 month of the training session must be retrained. Training fees at \$85/hr will be charged for any retraining session and can be done either individually or in a group of two. Please consider carefully the timing of your training session and do it as close as possible to the completion of your imaging experiments.
 - b. Any experienced user of the confocal that does not use the confocal 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.
 - c. Training other users in your lab group or allowing untrained users to access the confocal under your sign-up will result in having confocal 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 confocal system is available to trained, eligible users on an equal basis. Users with less than 20 hours of experience are expected to use the confocal system 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 per week and this time can be reserved up to 2 weeks in advance for BIDMC and HDDC confocal users. All other external users can reserve confocal time up to 1 week in advance. If the confocal system is not booked fully on the day of use, an individual user can reserve any unused time.
3. Access to the confocal system is obtained by key, which is located in E/DA-809. 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 confocal laser system 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 confocal.
 - 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. All time booked for a session on the confocal system will be charged even if the experiment failed and the confocal time, as booked, is unneeded. It is thus important to review all slides/experiments on a fluorescence microscope prior to your session so that your time on the confocal system is used as productively as possible.

- c. 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.
 - d. 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 confocal 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 and confocal system are shut-down properly, as per the detailed instructions in the training session. If the next person is not present, all components of the system should be shut-down.
 - a. If the microscope or confocal is not shut-down properly and any component is left running for an extended period (this includes the lasers, computer, or mercury bulb), the user will be charged for this time at the regular rate to recover costs for replacing the used parts.
 - b. On the second offense at leaving the microscope or components running, the user will be required to complete another 4 hr training session. This will be a training session with only 1 trainee (you) and will be charged at the regular rate of \$300.
 - c. Any subsequent offenses will be subject to permanent loss of privileges at the discretion of the facility Supervisor or Director and in collaboration with the user's direct supervisor.
7. Users are fully responsible for transferring their images to an external storage device. Confocal time 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. If you wish to open or analyze images, please download the Zeiss confocal assistant (freeware) at www.zeiss.com on your personal computer. ALL files will be deleted from the confocal system on Friday afternoon by 2 PM. You will not be contacted to move or clear images from the hard drive in advance.
8. A computer work station in DA 828 can be reserved for image processing for a 3 hr period. This workstation is to be used only for processing images obtained from the confocal microscopes and should not be used for personal reasons, including email. Image manipulation using the Zeiss software or Adobe Photoshop should be performed under the ethical guidelines for the BIDMC Microscopy core that are outlined at ([URL for our web site](#)).
9. 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, confocal system, or computer. If mistakes are made in good faith and reported promptly, consideration will be made and the penalty reduced accordingly.
10. 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 amended "**Policy for Use of the LSM510META Confocal Laser System**". 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.

The major changes in the amended document are 1) time will be charged for cancellations with less than 24 hr notice OR no-shows if a user cannot be identified from the wait list to take the unused time; and 2) users will be charged for booked but unused time, even if the experiment didn't work and the time is unnecessary. The core staff advised me that all experiments should be reviewed first on a fluorescence microscope and that equipment is available in the core for this purpose, if needed. These new policies will be implemented on January 1, 2010 to ensure that the confocal, which is highly subscribed, is put to the best use possible to serve the research community.

Printed name: _____

Signature: _____

Date: _____