

## **Policy for Use of the JEOL1400 Electron Microscope**

1. Faculty, staff, postdoctoral fellows, and students who wish to use the JEOL1400 electron microscope (EM) in the BIDMC microscopy core facility should contact the EM specialist, Andrea Calhoun ([acalhoun@bidmc.harvard.edu](mailto:acalhoun@bidmc.harvard.edu) or 7-4188), to schedule a training session. The training session is typically 3 hours long. Each individual user of the EM MUST receive instruction from the BIDMC EM Core before using the microscope. This requirement exists regardless of whether or not there are already trained individuals from the same laboratory using the EM or whether the new user has prior experience with similar EM microscopes.
  - a. Any user that is trained but does not use the EM 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 three. Please consider carefully the timing of your training session and do it as close as possible to the completion of your experiments and tissue processing.
  - b. Any experienced user of the EM that does not use it 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 (to learn about new updates and system configurations) 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 EM under your sign-up will result in having 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 JEOL1400 EM is available to trained, eligible users on an equal basis. Users with less than 20 hours of experience are expected to use the instrument during regular business hours, which are **8 AM-5 PM**, Mon-Fri. 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** users. All other external users can reserve EM time up to 1 week in advance. If the EM is not booked fully on the day of use, an individual user can reserve any unused time.
3. Access to the JEOL1400 EM is obtained by key, which is located in E/DA-814. The key is available only during working hours, which are **8 AM-5 PM**, Mon-Fri. 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 the Core Director, Dr. Susan Hagen at [shagen@bidmc.harvard.edu](mailto:shagen@bidmc.harvard.edu).
4. Users who have reserved time on the JEOL1400 EM are responsible for reporting for their session. All users are expected to begin and end their session 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 EM.
  - a. Users are expected to cancel all reserved but unneeded time on the Google 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 Andrea Calhoun by phone at 7-4188 or by email at [acalhoun@bidmc.harvard.edu](mailto:acalhoun@bidmc.harvard.edu).

- c. Any user who cancels another's time on the Google 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. We continue to allow food and drink in the EM 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 JEOL1400 EM is shut-down properly, as per the detailed instructions in the training session.
  - a. If the EM is not shut-down properly and any component is left running for an extended period (this is particularly true for the LaB6 filament), 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 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 Director and in collaboration with the user's direct supervisor.
7. Users are fully responsible for transferring their images to an external storage device. EM time should not be scheduled for transferring images and thus all images should be copied to an external storage drive DURING your scheduled session. ALL files will be deleted from the EM on **Friday afternoon by 4 PM. You will not be contacted to move or clear images from the hard drive in advance.**
8. A computer work station in E/DA 814 can be reserved for image processing. This workstation runs Volocity (Improvision) and training for that program can be obtained by the Confocal Core staff at <http://www.bidmc.org/Research/CoreFacilities/ImagingMicroscopyCore.aspx>.
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 or computer. If mistakes are made in good faith and reported promptly, consideration will be made and the penalty reduced accordingly. Particular care MUST be taken with the ccd cameras.
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](mailto:shagen@bidmc.harvard.edu)).

I was given a copy of, have read, and understand the BIDMC Microscopy core facility **“Policy for Use of the JEOL1400 Electron 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: \_\_\_\_\_

Date: \_\_\_\_\_