

## CRL Molecular Imaging Center Rules & Regulations

*The instrumentation in the Molecular Imaging Center is extremely sensitive and expensive. If it is not treated with care or is used incorrectly, it could be rendered unusable for extended periods of time. Even under service contract, many things will take weeks to get fixed. Some of these will have to be shipped across the country or overseas for repair. Service contracts do not cover negligence on the part of the users. Thus, to keep all of the equipment functioning properly for everyone, the following rules apply to all work done in the MIC.*

### 1. Training

- a. Users must attend a 1.5-Hour Introductory Lecture held monthly **before** scheduling hands-on training. (This requirement can be waived **only** if the user has completed Dan Fletcher's course on optics or Steve Ruzin's course on microscopy. Please bring transcript for waiver.)
- b. Fill out a User Registration Form. This will assist in making sure your project is feasible on the equipment here and getting you scheduled for training on the best system for your project.
- c. Email Holly (holly@berkeley) to schedule a training date when your samples are ready.
- d. Training is billed as a one-time fee, and includes 2 hours of training on the system and 2 hours of secondary training. Additional training is available at no charge for those who want/need it.
- e. Users can schedule training with Holly or Jen only. **Users will not train other users under any circumstance.** Any violation of this rule will result in forfeit of facility privileges for both parties.

### 2. Sign-Up

- a. Sign-up calendars for all the MIC instruments are online at iLabs.
- b. You may sign up for use of the microscopy equipment between the hours of 9am – 5pm, Monday - Friday. After-hour and weekend appointments may be made only after approval.
- c. You may sign up for a minimum of 30 minutes. The maximum depends on the instrument. Please refer to posted rules on each instrument's calendar page.
- d. You may schedule equipment time up to 8 days in advance, starting at noon.
- e. Sign-up is on a first-come, first-serve basis.
- f. **If you must cancel your sign-up time within 24-hours, please email other users at: MIC@lists.berkeley.edu to alert them of the last-minute opening.**
- g. **If you finish early, contact the next person signed up.**
- h. Sign-up slots may be cancelled at any time to schedule needed maintenance or repairs. As much warning as possible will be given, but occasionally, there will be no warning period.
- i. Users must also include which lasers they will be using in the sign-up.

### 3. Use

- a. Use of the facility is a privilege. Keycard access and door codes will be granted only upon completion of all training sessions. Your access codes and passwords are yours alone and are not to be shared with anyone. You and your P.I. will be held responsible for any use or misuse of the facility via your access codes or passwords.
- b. Time on all instruments is billed in 15 minute increments. The cost per hour varies depending on the system. *[Usage fees are based on covering the cost of service contracts and general upkeep on the systems.]*
- c. **Users may not invite an untrained user to accompany them into the facility unless it is cleared ahead of time with Holly.**

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### 4. Mis-Use

*Any misuse of these facilities will result in immediate banning from the imaging center and billing to your primary investigator or department for any damage caused to equipment and/or subsequent downtime.*

### 5. Biohazardous Materials and/or Animal Research

- a. Any research involving recombinant DNA or infectious or pathogenic biological agents (human, animal, or plant) must have a BUA approved by the campus and must be reviewed in advance by Holly to make sure appropriate clean-up and containment is possible in the MIC.
- b. Any live animal imaging must include an AUP which lists the MIC and must also be reviewed in advance by Holly and approved by the ACUC.

### 6. Clean-Up & Shut-down

- a. Users are responsible for cleaning up the microscope tables upon completion of imaging.
- b. Users must wipe oil **with lens tissue only** from all oil objectives used.
- c. Users must rinse water immersion (dipping) objectives in purified water after use. Rinse and swirl for 60 seconds. **Dry with lens tissue only.**
- d. Users must leave equipment exactly as they have found it.
- e. If you are the last person signed-up that day, make sure all equipment is cooled down and turned off.
- f. **Laser Rules:**
  - i. All lasers must be ON for at least 30 minutes and OFF for at least 30 minutes!
  - ii. If the laser(s) will be used again in 2 hours or less, leave it on (check online sign-up).
  - iii. If the laser(s) will not be used again that day, turn it off.
  - iv. If you have used the Argon laser, make sure the fan has stopped before shutting down the system (Remote: 1→0), otherwise, the laser life will be drastically shortened!
- g. Microscopes should be covered at end of day.
- h. Your data files should be removed from the acquisition computers within 1 week of acquisition.

### 7. Citation

All images acquired at this facility must cite the facility in publications, as follows: "Images acquired at the UC Berkeley Molecular Imaging Center." Specific grant information can be found on the [MIC website](#). For specific information on instrumentation for the Methods section, please consult with Holly.

### 8. General Rules

- a. No food, drink *or gum* allowed in the imaging rooms at any time.
- b. Slides, coverslips, specimens, and other tools must be removed, cleaned up, or disposed of properly.
- c. No installing software onto the computers. No surfing the internet.
- d. No sitting/standing on the air tables.
- e. Do not touch the beam tubes, as it may alter or block the 2-photon laser beam.

### 9. Emergency

- a. In the event of an emergency (e.g. fire, leaks), please act calmly and ensure your own personal safety first. If there is time, shut down all equipment, cover equipment if possible, and exit the building.
- b. Notify Holly immediately or phone the appropriate building manager, Barbara Duncan (LSA) at 643-8121 or Eddie Cazarez (LKS) at 666-2666, and/or call 911.

*These rules and regulations are subject to change at any time by Holly Aaron.*