

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, some parts may take weeks to repair. Service contracts do not cover negligence. 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.
- b. Fill out the online [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 Feather (feather @berkeley) to schedule a training date when your samples are ready.
- d. Training is billed as a one-time fee, and typically includes ~2 hours of training on the system and follow-up training as needed. Some instruments take more training time (e.g., Airyscan, Slide Scanner, Lightsheet, FLIM)
- e. Users can schedule training with Feather or Holly 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](#).
- 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 and a maximum depending 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 to let them know at: MIC@lists.berkeley.edu.** If you cancel and were **the last user of the day**, you are still responsible for ensuring the proper shutdown of the system. If you do not confirm that Holly or Feather or the prior user can shut down the system, **you will need to shut down the system. Penalties for late cancelations and systems left on overnight may apply.**
- g. **If you finish early, contact the next person signed up to let them know they can come early.**
- 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.

3. Use

- a. **Use of the facility is a privilege.** Passwords and access codes will be activated 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, card key or passwords.
- b. Time on all instruments is billed in 15-minute increments.
[Usage fees are based on covering the cost of service contracts as well as upkeep on the instruments.]
- c. **Users may not invite an untrained person to accompany them into the facility unless it is cleared ahead of time with Holly or Feather.**

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.

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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 (if appropriate) at end of day; incubation chambers closed.
- 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." For information on Instrumentation for Methods, please consult with Holly.

8. General Rules

- a. No food, drink, *gum*, or children 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 on the microscope 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 beams.

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 UCPD 642.6760 or call 911.

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

I have read and understood these rules. I agree to abide by them.

Name _____

Signature _____

Date _____