
Terms of use for the Core Facility Cellular Imaging (CFCI) Light Microscopy Unit

Preamble

The Core Facility Cellular Imaging (CFCI) is a central facility of the Medical Faculty Carl Gustav Carus of the TU Dresden. Further information about the CFCI and the available microscopes can be found on our homepage: <https://tu-dresden.de/med/mf/cfi>.

The following rules and instructions need to be read and signed by every user who wants to use the equipment of the CFCI.

§ 1 Access to CFCI equipment

- (1) The equipment of the CFCI is open to internal users, collaborators and external users. All new users have to contact the CFCI staff for consultation via e-mail: lichtmikroskopie.mtz@tu-dresden.de or by phone 458-16426. The staff should be contacted at least one week before the start of a new imaging project as both the staff and the microscopes are often not available at short term notice.
- (2) In order to apply for instrument access each new user is required to fill out a checklist and send it to the CFCI (https://tu-dresden.de/med/mf/cfi/cfi/service/new_user?set_language=en). The CFCI will contact the user to make an appointment for the introduction. The CFCI staff either recommends a system that fits best for the experiments or arranges a meeting for testing a specific instrument.
- (3) **All users need to be initially trained by the CFCI staff before conducting any work at the microscopes. Users are only allowed to work on systems they have been trained on.**
- (4) **Users are not permitted to train other new users or colleagues!**
- (5) The Training consists usually of two sessions:
 - a. The goal of the first session is to provide an overview about a specific system and the associated software in approximately 2 hours. Samples for this part will be provided by the CFCI.
 - b. The aim of second session is to set up the system for the individual user and the specific imaging experiment. For this part the user is required to provide her/his own samples. There will be time for the user to work alone on the system. In addition, all administrative issues will be covered in this second training session.
- (6) After successful training a user account will be created by the CFCI staff and the user will get the permission to book the system to which she/he has been introduced to. Each user must have its own account.
- (7) **It is not permitted to share a single account by multiple users.**

§ 2 Booking of CFCI equipment

- (1) Introduced and registered users can book slots for the microscopes and workstations using the online booking system: <https://tu-dresden.de/med/mf/cfci/cfci/service/Bookings>
- (2) Once users have been registered, new bookings, extensions or deletions of booking times can be carried out at any time until the start of their session.
- (3) If a user is unable to use a booked microscope, she/he is obliged to delete the reservation in advance. The deletion of the slot should be done as early as possible to give other users the chance to use the system.
- (4) If the last user of the day has to cancel her/his slot, she/he is still responsible to ensure that the microscope is turned off.
- (5) Users who do not arrive within the first 20 min of their reserved time slot will forfeit their time on the microscope.
- (6) **Booking is binding and will be used for charging.**
- (7) Unbooked sessions are not allowed.

§ 3 Usage of CFCI equipment

- (1) Only trained and registered users are allowed to use the CFCI equipment.
- (2) The user always has to reserve a microscope via our online booking calendar.
- (3) Bookings can be made 24 hours/day, 7 days/week.
- (4) Systems must only be used as instructed. Removal or exchange of system components is strictly forbidden.
- (5) Removal of any CFCI equipment from the facility rooms is prohibited.
- (6) Every user has to check the scheduling database at the end of his/her session. In case there is a break of >4 hours (2 hours at wide-field systems) until the next slot, the system has to be switched off!
- (7) The last user of the day always has to switch off the system.
- (8) If the system will be found running over night, it will be booked to the last user.
- (9) Consequences for failing to switch off the system are: the user will be charged an extended booking time, up to the time a CFCI staff member discovers the left on system.
- (10) Users have to end their imaging session on time for the next user. This implies: data saved, sample removed, objectives cleaned, software closed.
- (11) Users are not allowed to install software etc. on the CFCI computers and workstations. If special software is needed, the CFCI staff must be consulted.
- (12) CFCI staff members can only be held responsible for CFCI equipment. If help is required for microscopes that do not belong to the facility, CFCI staff has to be booked and the user is charged accordingly.
- (13) In case of problems users are required to contact the CFCI staff immediately either by phone (45816426) or via e-mail (lichtmikroskopie.mtz@tu-dresden.de).

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- (14) In case of willful destruction of CFCI equipment the responsible user must pay for the damage.

§ 4 Working at night or during the weekend

- (1) Please be aware that service by CFCI staff members can not be provided outside office hours. As stated by the general instructions regarding work safety, anybody working in the institute outside office hours has to inform either a member of her/his research group or a person within the MTZ about her/his presence in the building. For emergency reasons an informed person within the MTZ needs to know the working hours and the exact room number where experiments have been conducted (this safety requirement is also part of the general safety instructions of each research group and should be previously acknowledged and signed in each lab).

§ 5 Rules regarding IT infrastructure, data storage, handling and automated deletion procedure

- (1) During data acquisition, data have to be saved on the local hard disk. Direct storage onto a remote path, such as the fileserver or a USB-device is not allowed.
- (2) Imaging data may be stored on the acquisition computers for up to 30 days in the dedicated user data folder. All data that is older than **30 days** will be deleted automatically to avoid shortage of local disk space on the systems.
- (3) Users need to copy their data to a safe storage medium. Users are free to choose this medium, e.g. the user's fileserver-space, or a personal USB-device.
- (4) Users can use the CFCI fileserver for data transport. However, each file, which is copied to the server, will be deleted automatically after **14 days**.
- (5) The CFCI staff advises the users to copy/save the data as soon as possible after data acquisition as sudden data losses at the systems may occur.
- (6) The CFCI may not be held responsible for data loss.
- (7) **Every user is responsible for his/her own data. We do not back up any data!**
- (8) Data may only be stored in the dedicated user data folder. All data which will be saved in a forbidden folder at the computer (e.g. at the desktop) will be deleted by the CFCI.
- (9) Users are not allowed to install any software on the CFCI computers and workstations. If users need any additional software or macros for their applications they have to contact the CFCI staff.

§ 6 Usage fees

- (1) The user will be charged for the booked slot not the actual microscopy time.
- (2) The prices are calculated using a medical faculty-approved calculation model on the basis of actual running costs.

- (3) The prices will be adapted annually to account for changes in instrument running costs.
- (4) The current price list is accessible at any time. The CFCI staff will give detailed information on pricing on request.
- (5) All users of research groups who were actively involved in the purchase of new microscopes (i.e. in writing grant applications) will be exempted from all fees during the period of guarantee. The period of free use is determined and signed by the group leader and the head of CFCI.
- (6) Special group-specific arrangements or free-of-charge collaborations between research groups are not allowed. Fees are calculated based on the actual costs. There will be no 'special rules' to any user/lab.
- (7) Users will be charged according to the following categories:
 - a. internal users: all members of the TU Dresden
 - b. collaborators: research groups associated with the TU Dresden, BioDIP (Biopolis Dresden Imaging Platform) network or Dresden-concept
 - c. external users: all users other than category #1 and #2; companies
- (8) Users will not be charged under the following conditions:
 - a. if the equipment is not functioning,
 - b. if the staining of samples didn't work,
 - c. if their experiment is not functioning.

Please inform the CFCI staff of any of these circumstances so that the booking can be cancelled and/or adjusted.


§ 7 Reporting of problem and instrument misuse

- (1) If any kind of problems arises with either the microscope or the software users are obliged to contact the CFCI staff immediately:
 - a. in person (CFCI office: A 20.044),
 - b. by phone (458-16426) or
 - c. via e-mail: lichtmikroskopie.mtz@tu-dresden.de.
- (2) If a user witnesses the misuse of the CFCI equipment by other users she/he has to report it to the CFCI staff.

§ 8 Safety rules/General safety

- (1) The same safety rules are hold in the facility as acknowledged and signed personally in the individual research groups.

§ 9 Laser Safety instructions

- (1) These instructions relate to all microscopes which are equipped with laser illumination categorized as class 3B and 4:
 - a. Laser scanning microscopes
 - i. Leica SP5, Leica SP8
 - ii. Zeiss LSM 880
 - b. Spinning Disk
- (2) The laser area is marked by the following sign: . Users may not enter without prior laser safety instructions.
- (3) Do not operate the microscope in case your attention is impaired (tiredness, medication, drugs)!
- (4) Do not enter CFCI microscope rooms when laser service is in progress (a warning sign will be at the door and it will be written in the booking database).
- (5) All microscopes of the CFCI are intended to be used for biological/medical samples! Any other type of sample (i.e. reflective samples as used in material sciences) is not allowed to be used without prior consultation of the CFCI staff!
- (6) Do not touch the sample during image acquisition! Image acquisition needs to be stopped before the sample can be touched, removed or exchanged to another sample.
- (7) Avoid looking into the microscope from a direction towards the objective lens, where the laser could emerge from!
- (8) Users are not allowed to remove objective lenses or other parts from the microscope system!
- (9) Users are not allowed to bring colleagues/students etc. to the CFCI rooms unless they signed these rules!

§ 10 Mercury lamps safety instruction (HBO, HXP)

- (1) In very rare cases, a mercury lamp can burst, thus possibly allowing a release of contained mercury into the air. In such a case, all persons in the room have to immediately leave the area **at once**, so that no mercury vapor is inhaled.
- (2) The lamp burst has to be reported to CFCI staff immediately.
- (3) If a lamp burst happens off-time (in the evenings or on the weekend), clearly mark the door from the outside “Mercury lamp burst – do not enter this room!”. Put a tape around the door and door frame, so that nobody can enter the room, and report the issue to lichtmikroskopie.mtz@tu-dresden.de.

§ 11 Safety instructions that apply for work with Genetically Modified Organisms (GMOs)

All our microscope rooms are classified as either S1 or S2 areas biosafety level. Therefore, the following rules apply:

- (1) **Users are not allowed to eat, drink or smoke in the rooms.** No storing/trashing of food etc. in S1/S2 areas.
- (2) **Users need to wear lab coats.**
- (3) If you are working with GMOs:
 - a. **Users are not allowed to discard S1-material in CFCI rooms (no cells in the dustbins!!!)**
 - b. The user and his group respectively are responsible for the documentation, the transport and the disposal of the GMOs!
 - c. You have to **sign the CFCI S1- documentary list.**
 - d. If you change to another GMO, this needs to be communicated to CFCI staff.
 - e. All instructions can be read again at the door in the microscope rooms.
- (4) S2 work is only allowed in the Spinning Disk room (A.20.028).
- (5) All regulations as specified in § 11 (3) for the S1 materials apply to S2 materials.

§ 12 Acknowledgements of CFCI in publications

These acknowledgments in publications are of utmost importance for the CFCI as this is the only mean to prove the impact of the facility and the effective use of the equipment and are therefore needed for successful evaluation processes of the facility. Acknowledgements in publications are also necessary for future grant applications as this also documents the importance and usage of CFCI equipment.

- (1) Any publication including data acquired or processed using CFCI equipment and/or service has to acknowledge the facility. Publications include, but are not limited to scientific papers, posters, Bachelor-, Master- or doctoral theses and contributions to conferences.
- (2) After publication, users are obliged to provide a PDF-file of the publication for the facility's records.

Epilogue

These rules become effective to the 1st of September 2018.

- (1) With your signature you agree on all points.
- (2) Any violation of these CFCI rules can result in blocking the user account and hence access to all CFCI systems.

These rules were developed and confirmed by the CFCI in cooperation with the faculty director (Dekan) and the faculty vice director (Pro-Dekanin für Forschung) of the Medical Faculty Carl Gustav Carus of the TU Dresden.

Date:

Dresden, 01.09.2018

Signatures:

Prof. Dr. sc. nat. Thomas Müller-Reichert (Head of Core Facility Cellular Imaging/Leiter der Core Facility Cellular Imaging)

Prof. Dr. med. Angela Rösen-Wolff (Dean of Research/Forschungsdekanin der Medizinischen Fakultät der TU Dresden)

Prof. Dr. med. Heinz Reichmann (Dean/Dekan der Medizinischen Fakultät der TU Dresden)

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