# BRCF Microscopy Core Policies

## Scheduling Policies:

- **Cancelations**: You may cancel your reservation up to 24 hours before the reservation onset. If you do not cancel in time or fail to show up during your scheduled time, you may be charged for the entire length of your reservation.

- **Making Reservations**: Once you have been trained, you can use the facility any time you want, including nights and weekends. Please do not make reservations for others, as this confuses our billing system and your lab may be accidentally charged twice. If you make a reservation, you should be the user who logs in to use the microscope.

- **Training**: All new users and users who have not used the facility for >1 year require training before they can use the microscope on their own. Prior training on a similar system at another institute is not a substitute. Trainings are project and user specific, so if you can demonstrate your knowledge, your training will be shorter than usual.

## Use Policies:

- **Getting Help**: If you need help, ask! Core staff are happy to help you any time, and help is always free! Remote support can be used to trouble shoot when no staff are present (such as in Med Sci II and NCRC). Call 734-763-1170 and explain your problem. Then open a web browser and go to: https://support.med.umich.edu/

- **Microscope Time**: Billing is based on time logged in to the computer, not the reservation. Please vacate the system promptly at the end of your reserved time. Over-runs propagate throughout the day and inconvenience other users. When you are finished, all equipment and work areas should be as clean and orderly as you found them. Please respect the time and needs of other users.

- **Reporting Problems**: Immediately report hardware or software problems to core staff and do not tinker with the equipment. Tinkering will usually make the problem worse and could inadvertently cause damage. Your lab may have to pay for damage that is caused by user negligence or abuse of hardware. Please let us know when consumables we supply at each room are running low to ensure nothing runs out during an imaging session.

- **Biosafety:** We can work with many BSL2 samples, but please tell us about the sample before you arrive. We may not accept some human tissue/cell samples that have not been screened for infectious diseases, as this is a shared use facility.

- **Staff-Assisted Imaging**: Core staff can be hired to collect images for you. However, this practice is not preferred and often does not work well: Users often have specific criteria for selecting the 'best' regions of a sample to image that are known only to them. It is also beneficial for students to learn how a microscope works. Staff-assisted imaging costs $60/hr plus the microscope's hourly rate.

- **Data Management:**  Users are solely responsible for their data.  The core does not archive or store user data.  Only save data to the proper data folder.  Data found in any other location will be deleted without notice.  There are two ways to take possession of your data:  1) Each evening, all data on the acquisition computers is uploaded to a file storage server (and automatically erased from the local computer).  The next day, you can then access your data from any campus computer.  2) You may manually transfer the data to an external device/drive of your choice at the end of your imaging session.  Note this method is often slower and must be completed within your scheduled imaging time.

- **Acknowledgements:**  Please acknowledge "the BRCF Microscopy Core" in any publication that includes image data from the facility.  If facility staff make a significant contribution to experimental design or image analysis, they should be personally acknowledged as well.