

POLICIES FOR THE USE OF THE LIVE CELL IMAGING FACILITY (LCIF) AND USER AGREEMENT

LCIF maintains and operates advanced microscopy systems for imaging live and fixed cells, and provides access to these instruments for biomedical research. Microscopy systems include:

1. Zeiss 880 Airyscan Confocal

location: KIAM 4th floor
contact: Michael.Jackson@umanitoba.ca

2. Bruker 2-Photon

location: KIAM 4th floor
contact: Ping.lu@umanitoba.ca

3. Bruker 2-photon Intravital

location: Small Animal and Materials Imaging Core Facility
contact: Ping.lu@umanitoba.ca

4. Zeiss PALM Laser Microdissection

location: KIAM 4th floor
contact: Tiina.Kauppinen@umanitoba.ca

This document states the policies and expectations for access and use of LCIF.

POLICIES

1. ACCESS TO LCIF INSTRUMENTS

- 1.1. Users and their supervisors must complete and return a “Policy and User Agreement” form before gaining access to the LCIF instruments.
- 1.2. All new users must undertake mandatory training and demonstrate they are capable of operating the imaging system(s) alone. To arrange for training, contact the administrator for the system of interest.
- 1.3. Users may only use the equipment for which they received training.
- 1.4. Login access to equipment will be provided after completion of training.

2. FEES & PAYMENT

NOTE: PIs are asked to consider the fee schedule described and budget their anticipated imaging needs on future grant applications as these expenses are allowed by funding agencies.

2.1. Basic usage fees are as follows:

- 2.1.1. Zeiss 880 Airyscan Confocal: \$50 per hour
- 2.1.2. Bruker 2-Photon: \$50 per hour
- 2.1.3. Bruker 2-Photon Intravital: \$50 per hour
- 2.1.4. Zeiss PALM Laser Microdissection: \$50 per hour

2.2. Charges will be based on the time entered in the online calendar PLUS any overtime recorded in the manual log book. A one hour minimum charge will apply. Thereafter, billing will be in 30 minutes increments, rounded-up to the nearest half-hour.

2.3. Supervisors will receive a summary of usage each month and charges will be applied quarterly to the FOP on record (*entered below*). The FOP on record may be changed at any time.

2.4. Rates are subject to change. Users and their supervisors will be informed of any user fee changes in advance.

2.5. Fees for heavy users of the LCIF:

Option 1 - frequent users: For frequent users of LCIF equipment, the following fee structure will apply: \$50/hr for the first 100 hrs and \$25/hr thereafter. Discounted rates will be based on all hours logged by users of an individual lab, on any of the instruments within our facilities. The total charges to any individual lab will be capped at \$8,000 per year (re: Option 2 - power users). This rate structure will be applied to all users based on hours accumulated each fiscal year (April 1st - March 31st).

Option 2 - power users: Labs that anticipate heavy use of LCIF equipment can choose to pre-paid plan at a flat rate of \$8,000. Pre-paid plans may be used for 1 year from the date of purchase.

Note: Our intent is to encourage use of LCIF equipment while ensuring sustainability. All accumulated fees contributed will be used for equipment maintenance and repairs. Labs may contact the LCIF Director (email: Michael.jackson@umanitoba.ca) to discuss alternative arrangements that may better suit their individual needs. Consideration will be giving to Faculty with limited funding (e.g. Faculty in need of pilot data for a grant application).

FOP: _____

Supervisor initials: _____

3. RESERVATIONS AND CANCELLATIONS

3.1. Users without card access or with minimal operating experience have access to LCIF only during business hours (Monday to Friday 8 AM – 5 PM).

3.2. Frequent and advanced users may request card access to LCIF, allowing equipment access 24 hours per day and 7 days per week.

3.3. All users must create an account for the LCIF online calendar. The link will be provided upon completion of training.

3.3. **All users, without exception**, must make a reservation for use of instruments through the LCIF online calendar. Reservations can be made no more than two weeks in advance and users may schedule a maximum of 20 hours per system per week (during business hours). If extended use is anticipated (beyond 20 hours/week) please email a request to the system administrator.

3.4. A reservation can be changed or cancelled at any time up to 24 hrs before a booking. To cancel within 24 hrs please email crystal.acosta@umanitoba.ca. Reservations not cancelled will be charged for the time entered into the online calendar at the time of booking.

3.5. Users must end on-time if another user is booked immediately after. Failure to do so will incur a supplemental one hour charge. If not, imaging may continue and users must record their “overtime” hours in the manual log book.

3.6. Supplemental fees (e.g. no show charge) are in addition to all other user fees (i.e. they are not covered by pre-paid plans).

4. EQUIPMENT MAINTENANCE & REPAIR

4.1. All users are expected to leave the system clean (e.g. oil-immersion lens cleaned, likewise sample stage and other surfaces) and in operating conditions.

4.2. Before starting, each user is asked to ensure that the system was left clean and in an operational state. Any fault identified should immediately be brought to the attention of the system administrator as these will be attributed to the last scheduled user, who will receive a warning. Repeat offenders may lose user privileges.

4.3. At any time during scheduled use, users must immediately report any indication of instrument malfunction to the system administrator.

4.4. Before ending, users must check the online calendar and leave the system on if a user is booked within the following hour, otherwise turn it off. This is to prevent having lasers and arc lamps turned on/of repeatedly. Additionally, lasers should be kept on standby whenever possible to prolong their life.

4.5. When cancelling, especially on short notice, it is the responsibility of the user to ensure that a system was not left on for them by the previous scheduled user. Failure to do so will result in a charge equal to the duration the system was left on.

4.6. Users should not attempt to repair or modify any imaging system. Maintenance and repairs is the responsibility of the LCIF. However, repair costs will become the responsibility of the user’s supervisor if damage is due to negligence or improper handling of the instrument (e.g. system left running unattended over the weekend, solution spill causing equipment damage).

4.7. Repair costs incurred as a result of user negligence causing virus or malware infection will become the responsibility of the user’s supervisor.

Supervisor initials: _____

5. DATA STORAGE

5.1. LCIF is not responsible for storage of user data. Data left on LCIF computers may be deleted at any time without notice in the event local disk space is needed for system operation.

5.2. Each user is responsible for transferring data files to an external hard drive or USB flash drive. External drives must be scanned with antivirus software to ensure they are free of virus.

USER AGREEMENT

This user agreement governs your use of LCIF and is a contract between you, your supervisor and the LCIF. By signing this document you agree to comply with all of the policies, terms, and conditions in this user agreement. Repetitive violations could result in the suspension of user privileges pending re-training.

I certify that I have read and understand the policies for access to LCIF, and I agree to the terms and conditions of this user agreement.

User Name Signature Date

Supervisor Name Signature Date

INSTRUMENT ACCESS

Zeiss 880 Airyscan Confocal

Access granted on: _____ Signature: _____

Bruker 2-Photon

Access granted on: _____ Signature: _____

Bruker 2-Photon Intravital

Access granted on: _____ Signature: _____

Zeiss PALM Laser Microdissection

Access granted on: _____ Signature: _____