

# WSUS Microscopy Core Policies

## New users and workflow

New facility users and established facility users beginning new projects will meet with the Microscopy Core director and staff to discuss their projects. This will help to ensure that facility users make the most efficient use of their microscope time. New users will fill out an online profile and provide billing information using the New Investigators Form found on the WSUS-MC website. All users will keep their information up to date. External facility users must e-mail the facility manager for access to the instruments and must provide institutional contact information.

Tutorials are required for all core users prior to independent use. Individuals approved for independent use can arrange for independent use during peak time (9:30 a.m.-5:30 p.m.), or off peak time. Users still in training may be arranged for assisted use only during peak time. External users are not allowed access unattended after normal business hours.

Users will be trained on their instrument of choice. Users may require several training periods before they are allowed to operate the instruments independently.

## Guidelines for use of Light microscopes

Guidelines for instrument usage that will maintain quality of the instruments and allow access for numerous users will be adhered to or facility privileges may be revoked.

All instruments will be scheduled using the appropriate google calendar. A written log of use for each machine is also maintained, with lamp hours, objective lens, and any issues recorded.

As a courtesy to other investigators, please notify WSUS-MC staff of cancellations during regular business hours (9:30am-5:30pm) within 24 hrs of your scheduled appointment.

A maximum of 4 hours per day per user during peak hours can be scheduled in advance. If no one else has signed up, the machine may be used until the next scheduled user arrives.

Microscopy core personnel will clean all objective lenses.

Data will be moved from the acquisition computer to each user's preferred storage media at the end of each imaging session. A temporary data folder in the computer's C drive has been created for each Investigator but is not meant for long term data archiving; an archiving service is available for a fee to cover the cost of a portable hard drive and time spent copying files.

Preliminary screening of fluorescence staining should be done on conventional fluorescence microscopes prior to use of confocal microscopes.

Users are expected to be familiar with basic immunostaining, fixation techniques and sample preparation, as well as the fundamental principles of fluorescence microscopy. Handouts are available, and links to protocols, tutorials, and spectra diagrams are provided on the WSUS-MC website.

Interactions that involve more than basic instruction on how to operate the microscopes, obtain and process images will fall under the Assisted Imaging Time and must be scheduled in advance.

## **Citation/Publication Policy**

Please acknowledge the WSUS Microscopy Core in all publications and presentations supported with the use of the facilities.