

Molecular Imaging Center Rules & Regulations

The instrumentation in the Molecular Imaging Center is extremely sensitive and very 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, many things will take weeks to get fixed. Some of these will have to be shipped across the country or overseas for repair. Service contracts do not cover negligence on the part of the users. Thus, to keep all of the equipment functioning properly for everyone, the following rules apply to all work done in the facility.

1. Training

- a. Before training, please schedule a 15-minute appointment to determine the applicability of the facility equipment to your research goals. Holly's Office Hours are: TuTh 3 – 5pm and W 11am – 1pm.
- b. Fill out a User Registration Form and return it to Holly/Esther in 251-LSA or mailbox in 447 LSA.
- c. Users must attend a 1-Hour Introductory Lecture held approximately 6 times per year before scheduling hands-on training. (This requirement can be waived only if the user has completed Dan Fletcher's course on optics or Steve Ruzin's course on microscopy. Please bring transcript for waiver.)
- d. All users must complete 2 full training sessions before being allowed to sign up for equipment:
 - A. *Training Session 1 2-Hour System & Software Training*
Training on the Zeiss Axioplan 510 META using facility samples and/or your own samples. Several training sessions are offered following a training lecture. Training sessions are limited to 3 students at a time.
 - B. *Training Session 2 3-Hours On-Your-Own Training*
Three hours of monitored time on your own samples.
- e. Additional training is available for those who want/need it. Refresher training is required for anyone who has not used the facility equipment for 6 months. You will not be billed for the mandatory training sessions. Additional and refresher training is billed at the regular rate.
- f. Users can schedule training with Holly or Esther 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. You may sign up for use of the microscopy equipment between the hours of 9am – 5pm, Monday through Friday only. After-hour and weekend appointments may be made only after approval.
- b. You may sign up for a minimum of 15 minutes and a maximum depending on the instrument:
 - A. Zeiss 510-META NLO Axioplan MAX = 16 hours/week
 - B. Zeiss 510 NLO Axiovert Currently No Max
 - C. Zeiss 510-META NLO 1st Floor MAX = 16 hours/week
 - D. Zeiss 5-LIVE Confocal MAX = 24 hours/week
- c. You may schedule equipment time up to 8 days in advance.
- d. Sign-up is on a first-come first-served basis.
- e. **Cancellation must be given at least 24 hours in advance of your time slot, preferably sooner.**
Failure to cancel in advance will result in the following penalties:
 1. First offense: a warning
 2. Second offense: time slot missed billed in full.
 3. Third offense: privileges revoked for one week and time slot billed.

If you can find someone to fill in your cancelled time, there will be no penalty.
If you finish early, you must contact the next person signed up.
- f. 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.
- g. Users must include their contact information in the sign-up (this includes lab name and phone or email).
- h. Users must also include which lasers they will be using in the sign-up. Please select from the list under "category" or include in Event Text.

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3. Use

- a. Use of the facility is a privilege. Passwords and access codes will be activated only after 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 or passwords.
- b. Use on all instruments is billed at \$50 per hour (in 15 minute increments).
[Usage fees are based on covering the cost of service contracts and upkeep on the systems.]
- c. **Users may not invite an untrained user to accompany them into the facility except under special circumstances that must be cleared in advance with Holly.**

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 or any downtime.

5. 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 using in cell media or any non-purified water. Rinse and swirl for 60 seconds. Dry with lens tissue.
- 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 must be covered at end of day.
- h. Your data files must be removed from the acquisition computers within a week of acquisition.

6. Citing

All published images acquired at this facility must be cited as follows in the Acknowledgements:

*Images were generated at the Cancer Research Laboratory Molecular Imaging Center,
UC Berkeley, Date of Acquisition.*

For information on instrumentation for methods section, please consult with Holly.

7. General Rules

- a. No food, drink *or gum* allowed in the imaging rooms at any time.
- b. Slides, coverslips, specimens, and other tools must be removed, cleaned up, or thrown away.
- c. No installing software onto the computer. No surfing the internet. No personal email.
- 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 beam.

8. Emergency

- a. In the event of an emergency (e.g. fire, leaks), please act calmly and ensure your own personal safety first. Shut down all running equipment, cover equipment if possible, and exit the building.
- b. Notify Holly immediately or phone the building manager at 643-8121 and/or call 911.

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