

TITLE

POLICIES FOR THE USE OF THE UHCC MICROSCOPY & IMAGING AND FLOW CYTOMETRY CORE – USER AGREEMENT

PURPOSE

To provide users with the policies in place at the Microscopy, Imaging, and Flow Cytometry Core.

SCOPE

The purpose of the Microscopy, Imaging, and Flow Cytometry Core (MIFCC) is to acquire, maintain, and operate imaging instruments critical to research related to health sciences. MIFCC provides access to these instruments on a cost-effective basis due to institutional support. This document states the expectations for usage of the MIFCC. Users and their supervisors must read and agree to the policies contained in this document before gaining access to the instrumentation within the facility.

PROCEDURE

1. Training

- 1.1. All users must undertake an initial **mandatory training** on any instrument they are planning to operate.
- 1.2. Users must contact facility personnel to request training, which is held during normal business hours (Mon-Fri 9-6 pm).
- 1.3. Following the initial or successive training sessions, it will be determined by facility personnel whether the user is capable of competently operating the instrument independently. A user's first 5 hours of independent use of an instrument must be scheduled during normal business hours and facility personnel must be notified by email so that they may be accessible to the user.
- 1.4. During the first training session, users must bring a signed user agreement.

2. Access to MIFCC

- 2.1. Independent access to the instruments is restricted to users who have demonstrated competency using the instruments. Independent after-hour access is restricted to those who have 5 or more hours of notified use during normal business hours are employed by the University of Hawaii and possess key cards with programmed access to the rooms and/or buildings in which the instruments are housed. Exceptions can be granted by the MIFCC director.
- 2.2. If there is a long lapse without using equipment (3 months or more), the MIFCC reserves the right to revoke after-hour independent access, pending demonstration of proficiency. For lapses of 6 month or more, a refresher or full re-training may be required, pending evaluation by MIFCC personnel.
- 2.3. Users without key card access can utilize the instrumentation during business hours under the supervision of MIFCC personnel. Exceptions can be granted by the MIFCC director. Assisted sessions and training take place only during normal business hours.
- 2.4. Access to the IVIS Lumina imaging instrument in the Biosciences Building Vivarium is limited to users who are trained and approved for access to the Vivarium. The Animal and Veterinary Services (AVS) can provide information regarding specific requirements for access to the Vivarium (Michael Wong, D.V.M., wongmich@hawaii.edu).
- 2.5. In order to access instrument computers, users must have an individual computer login that is furnished upon training. Shared use of login information is strictly prohibited and could result in termination of access to the MIFCC.
- 2.6. Users are also required to sign in on the paper log sheets next to each instrument. The requested information in these log sheets helps to track any problems with the instruments as well as usage of lamp time, gasses, and other consumables. All users must keep track of their time on all instruments or software, whether the user logs in to the computer or not and whether there is an associated fee or not.

3. Instrument Reservation

- 3.1. The MIFCC has a first come, first served policy regarding instrument reservation.
- 3.2. All users must reserve instrument time through the QReserve website <https://my.qreserve.com/> or by contacting MIFCC personnel. In order to reserve instrumentation online:
 - Go to the QReserve website and create an account.
 - Click the “My Memberships” tab and search for the site “UHCC Microscopy and Imaging Core”. Enter the Join Code: [REDACTED]
 - Reservations can be made by clicking on the site name and then clicking on the instrument name in the “Resources” tab.
 - Find the date you would like to book the instrument, enter the start and end times you want to use the instrument, and select the “Reserve” button.
 - If you need to cancel or edit the reservation, click on the reservation and select the “Delete” or “Edit” button.
- 3.3. All reservations must be honored, or cancelled with a minimum of 24 hr advance notice. For cancellation of reservations done with less than 24 hr notice, the MIFCC personnel must be notified immediately. There should be justification for a short-notice cancellation to avoid charges. Failure to cancel reservations is a violation of MIFCC Policies.
- 3.4. Users who are late for their scheduled appointment (30-min grace period) may lose the booked time.
- 3.5. Users must adhere to the schedule, and vacate the equipment promptly at the end of the booked time if another user is scheduled to use the instrument.
- 3.6. Repetitive violations of these instrument reservation policies could result in suspension of user privileges, pending retraining and a new user agreement.

4. General Safety Policy

- 4.1. All users must be in compliance with laboratory and biosafety training requirements established by the University of Hawaii Environmental Health and Safety Office (EHSO) www.hawaii.edu/ehso/training/ and the Biological Safety Program in the University of Hawaii Office of Research Compliance <https://research.hawaii.edu/orc/biological-safety/training/>
- 4.2. Use of any hazardous material that may be biological and/or chemical, must be reviewed and receive prior approval by the MIFCC director. The user is obligated to provide SOPs, which must include handling of the sample and control of potential spills and decontamination. Radioactive material or samples requiring BSL-3 or BSL-4 conditions cannot be handled under any circumstances in this facility.
- 4.3. For fixed and processed samples, manipulation should be kept to a minimum within the facility. It is highly recommended that sample preparation (changing media, pipetting, mixing, etc.) be performed in the user’s lab before the samples are transferred to the facility. All biological and chemical waste must be disposed of in the user’s lab.
- 4.4. For live-cell imaging with or without perfusion, all materials (media, etc) should be prepared in the user's lab and must be fully contained (eg. closed perfusion system). Competency to perform live-cell imaging must be demonstrated. All biological and chemical waste must be disposed of in the user’s lab.
- 4.5. During any active manipulation of hazardous materials in the facility, users must wear the appropriate PPE, which needs to be provided by the user’s PI. Any spills, sprays or other potential contamination must be handled immediately and reported to facility personnel.
- 4.6. Operation of the laser microdissection microscope, the laser scanning confocal microscopes, and the flow cytometers present potential laser hazards; misuse can cause damage and personal injury. Users must review the UH “*Laser Safety Manual*” before beginning training at [laser safety manual.pdf](#).

5. Equipment Maintenance

- 5.1. Users should cooperate with MIFCC personnel to ensure that the instrumentation is maintained in optimal conditions.
- 5.2. Any indication of malfunctioning of an instrument should be immediately reported to MIFCC personnel and recorded on the log sheets.
- 5.3. Users should never attempt to repair or modify the instruments. The facility is responsible for the cost of repairs and calibrations. Cost for repairs only becomes the responsibility of the user's supervisor if the damage is due to: (a) an untrained person operating the instruments without MIFCC personnel supervision or (b) evidence of user's negligence.

6. Data Storage on MIFCC computers

All data must be saved in the designated user's network drive, flash media, or external hard drive. Any data left on the computer may be deleted at the end of the day without warning. In the event of a problem storing data, MIFCC personnel must be notified so the data can be temporarily saved to MIFCC drives. Downloading anything from the internet onto MIFCC computers is strictly prohibited.

7. Charge back – User fees

There is no charge for instrument training up to five hours nor for use of software. Following training, the instruments listed in Table 1 can be used independently for the rates shown. If users would like the core to run their samples or are in need of extended technical assistance on the instrumentation, core personnel can assist for the rate shown at the bottom of Table 1. Time of use is based on records generated by time tracking software associated with the instruments and logbook records. An account number must be furnished for invoicing prior to using the instruments. The PI or supervisor charged will receive an invoice from the fiscal office in the month following the service period.

TABLE 1:

Instrument	Location	Hourly Rate	
		non-UH	UH
LSR Fortessa flow cytometer	BSB 330	\$80	\$45
Leica TCS SP5 confocal microscope	UHCC 132	\$60	\$35
Leica Thunder 3D Live Cell Imaging system	UHCC 132	\$60	\$35
IVIS Lumina imager	BSB 146	\$45	\$25
Laser microdissection microscope	UHCC 132	\$45	\$25
Accuri C6 flow cytometer	UHCC 130	\$35	\$20
Extended Technical Assistance		\$90	\$65

8. Acknowledgement in Publications

The existence of core facilities depends in part on **acknowledgment in publications and grants**, and it enables the core to obtain financial support so essential services can be provided in the most economical way possible. Therefore, please make sure to acknowledge the core in all peer-reviewed publications and grant applications in which data was obtained using MIFCC equipment, expertise, or services. **If you use data supported by use of or obtained from the Leica Thunder 3D Live Cell Imaging System in publications and grants, it is critical that you acknowledge the National Institutes of Health Shared Instrumentation Grant program "NIH 1S10D028515-01".** Please provide a list of published papers or grant applications in which the core was acknowledged to the MIFCC director at the end of each semester. In addition, we recommend scientists follow the [ABRF Recommended Guidelines for Authorship on Manuscripts](#) in the case that any facility personnel make a substantial intellectual and/or experimental contribution to a publication.

_____	_____	_____
User's Name (please print)	User's email address	User's Position
_____	_____	_____
Principal Investigator (please print)	PI's email address	Acct. number to charge

USER AGREEMENT

*I certify that I have read and understand the policies for access to the MIFCC, and I agree to abide to the guidelines summarized in this document. I agree to acknowledge the MIFCC in peer-reviewed publications and grant applications in which data was obtained using MIFCC equipment, expertise, or services. **I further agree to acknowledge the NIH SIG "1S10D028515-01" when citing use of the Leica Thunder 3D Live Cell Imaging System in publications and grants.***

User Signature

Date

PI's Signature

Date