



**CUNY ASRC Live Imaging and Bioenergetics Facility  
User Policies**

The Live Imaging and Bioenergetics Facility of CUNY Advanced Science Research Center is a multi-user facility and it is imperative that all users are responsible when conducting experiments in the facility. Individuals who intend to work in the facility must follow the following policies. All users must read this document carefully and sign it to certify that they are aware of, understand, and adhere to its content. The rules and policies are adopted to ensure everyone's safety and productivity in the facility.

**GENERAL**

1. The Live Imaging and Bioenergetics Facility is open to all CUNY faculties, staff members, and students and to members of the non-profit research institutes at academic user rates. The facility is open to industrial partners at elevated rates.
2. Only users with confocal microscope experience are allowed to operate microscopes in the facility independently. Facility staff member will determine if the training of a potential user is adequate. All other users must be trained by facility staff member to operate the instruments by themselves. Users are not authorized to train fellow group members.
3. Normal operation hours of facility: Monday – Friday from 9:00 am – 5:00 pm, except CUNY staff holidays. **ONLY experienced** users are allowed to use the facility during off-hour upon approval by facility staff member. Please note that all off- hour users will receive minimum technical support and must follow off-hour policy stated below.
4. All workspaces must be returned to a neat and clean status prior to a user leaving that workspace.
5. Leave the microscope system on if there is following session reserved within 2 hr. Otherwise, shut down the whole system including the lasers.
6. NEVER turn off the seahorse unless there is operation error need to be solved by restarting the instrument.
7. If a user cannot resolve an issue relating to the laboratory in a professional, courteous and respectful manner that issue should be brought to the attention of the facility staff member for proper and expeditious resolution.
8. If you do not know how to do something, ask a facility staff member before proceeding. **DO NOT GUESS.**
9. Users and their supervisors must be responsible for the costs of repair the damage when it occurs as the result of improper use of the instruments. If in doubt about the condition of

instruments please ask facility staff member.

## **SAFETY**

All established safety procedures must be followed.

1. No user or project is more important than the safety of other users or the facility staff. Ignorance of the rules, working under pressure, lack of common sense, language difficulties, carelessness, and haste are not adequate excuses for unsafe behavior. If you are tired or do not have time to perform your work correctly and safely, please leave and return later. Anyone found to be in violation of any safety rule or otherwise compromising his or her personal safety or the safety of the others will be denied access to the facility.
2. Users should point out rule violations or unsafe behavior immediately to the offenders, as well as later to the facility staff member. Inappropriate reactions by individuals to such corrections should also be reported to facility staff member. The access of everyone to the facility depends on maintaining a safe working environment.

## **MICROSCOPES AND SEAHORSE SESSION RESERVATION**

1. The instruments are reserved on a first come first serve basis, except for the priority use defined in Terms and Conditions of Use.
2. There are two 4-hour sessions during normal operation hours:
  - Morning session: 9:00 am – 1:00 pm
  - Afternoon session: 1:00 pm – 5:00 pm
3. 4-hour session (including off-hour operation) should be used when a reservation of microscope is made. The same rule applies to off-hour reservation (see off-hour policy below). Specimens in sufficient numbers should be planned and prepared beforehand in order to guarantee full use of microscopes. Please plan to stop using the microscopes 5 minutes before the start of next session.
4. Sessions can be extended if the following session is not reserved or in mutual agreement with the next user if necessary.
5. In principle, every user is allowed to reserve four sessions of each instrument each week during normal operation hours. Unreserved session can be claimed if the time until the session is less than 24 hours. There are no restrictions on how much time one user can reserve outside of the normal operation hours but courtesy to other users is expected. Users who collect movie using LSM880 are allowed to reserve three consecutive days for one session.
6. No right can be claimed by way of reservation. Facility staff member retain the right to change reservation for emergency cases, for example, repair and maintenance of microscopes. Facility staff member will notify users of reservation changes as early as

possible.

7. Any changes to the reservation must be made 24 hours ahead of reserved session. User will be charged for a scheduled session if the user does not show up or show up late. Charging for the session will start at the scheduled time.
  
8. There are two charging rates within 24 hours period (1) 9 am - 5pm weekdays; (2) 5pm – 9am weekdays, and full day of weekends and holidays. All the instruments except Imaris must be reserved for **minimal 4 hours**. Reduced rate is only eligible together with **minimal 4hr usage at full rate**. For example:
  - 1) 9am-6pm: 8 hrs full rate and 1 hr reduced rate
  - 2) 1pm-6pm: 4 hrs full rate and 1 hr reduced rate
  - 3) 8am-1pm: 4 hrs full rate and 1 hr reduced rate
  - 4) 5pm- 10pm: 4 hrs full rate and 1 hr reduced rate
  - 5) If a single user uses one instrument **for more than 8 hours** for time lapsing experiment, they will be charged at the **full rate for the first 8 hours** and at the **reduced rate for any hours in excess of 8 hours**.
  
9. **Imaris** workstation can be reserved at hourly session.

### **OFF-HOUR POLICY**

Off-hour: Monday – Friday 5:00 pm - 9:00 am, all weekends, and all CUNY staff holidays. Off-hour reservation (4-hour session) starts at 5:00 pm (Monday through Friday) or 9:00 am (all weekends and CUNY staff holidays). An up-to-date list of CUNY staff holidays can be found at <http://www.cuny.edu/academics/calendars.html>

### **ACKNOWLEDGEMENTS**

If any data obtained at the Imaging Facility of CUNY Advanced Science Research Center are used in your manuscripts, meeting presentations, and proposals please acknowledge the Live Imaging and Bioenergetics Facility using the following format. If more than one facility have been used to obtain your data please acknowledge all.

**"The author(s) would like to acknowledge the Live Imaging and Bioenergetics Facility of CUNY Advanced Science Research Center for instrument use, scientific and technical assistance."**

*[Continued on next page]*

Users warrant that they have fully read and consent to the terms of this Agreement.

**USER:**

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Principal Investigator:**

\_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Return a signed hard copy to the ASRC Neuroscience Initiative (4.320A) or a signed digital copy to Kevin Wang ([kevin.wang@asrc.cuny.edu](mailto:kevin.wang@asrc.cuny.edu)).**