<u>Guidelines for the use of the Live Cell Imaging facility</u>

To guarantee the smooth running of the LCI facility, the guidelines below must be read, signed and followed by all users.

1. **Equality**
- LCI has zero tolerance for any inequality or harassment of any sort. Anyone is welcome and respected as they are. For everyone's benefit, kindly behave respectfully to us and other users.

2. **Safety**
- Risk assessments are room-specific. A risk assessment specific for working at the LCI facility must be submitted before the start of the training. Use the risk assessment template provided by the LCI facility.
- A new risk assessment must be submitted to the LCI if the sample is drastically changed.

3. **Training**
- Using the LCI facility resources (microscope or Remote Desktop) is only allowed after personal training by the LCI staff. Trained users are not allowed to train others.
- Training on one type of systems only gives access to that particular type, not to the others.

4. **Booking**
- If you **book in advance**, you can only book **1 timeslot per day**. However, you can book 2 different microscopes during the same day.
- **There are no rules for same-day bookings**. So if you come in the morning and the system is free, you can book it the whole day.
- There are **3 booking timeslots during weekdays**: before 12:00, 12:00-15:00, after 15:00. You can book shorter time (e.g. 10-12) but not across timeslots (e.g 10-13). E.g. long time lapses over the week end can start earliest at 15:00 on Friday and finish latest at 12:00 on Monday.
- **Bookings are valid 30 min** from the start of the booking. If the user does not come to the activate its session in time, the booking will be cancelled and "No Show" will appear in the calendar. Its free for someone else to book the slot.
- Allow **time to transfer your data** within your timeslot.
- **For overnight bookings,** book all the used time e.g. 18:00-23:45 **AND** 00:00-09:00 the next morning.
- If you have an **exceptional situation** that requires deviating from the rules, book as needed and **email all users** of the system you are booking, telling them that your booking is exceptional and that they should contact you if they have any problem.

- The email addresses to reach all users for each system can be found at the top of each booking page in iLab.

5. Cancellation

Be considerate to other users. Do not book and not show up.
- If you cannot use the timeslot you booked, cancel immediately and send an email to the system users. The email address is written at the iLab booking page.

   o **For microscope users:** Your booking will be automatically cancelled ('No Show') if you do not show up within **30 min** of the start of the session.

   o **For users with membership:** Failing to cancel or activate your booking ('No Show') will be charged 50% of the booked time. If you want to cancel your session but you are not allowed, activate it and finish it immediately (it can happen if your session already started).

   o **For hourly fee microscope users:** if you start your session late but before it becomes a "No Show" (<30 min), you will be charged from the start of the booking.

   o **For Remote Desktop users:** You will be invoiced until you finish your session in Kiosk and **Sign out** from the Remote Desktop. A "**NO SHOW**" session will be charge 50% of the booked time. We charge 500kr when an admin needs to sign you out.

- Our goal is to keep everything as flexible as possible while getting the best usage out of our systems. Talk to us if you feel that the rules need to be modified.

6. Login
- Every time you use a microscope, you must enter the date, time and your name in the microscope logbook. Write 'OK' at the end of your session if all went well.
- Please **write down** any problem you encounter (laser or software needs restarting, stage or objective was dirty, fluorescence lamp was left on…) to help establish an instrument history and solve problems.

7. Care of the equipment
- The normal immersion oil we use at the LCI facility is not compatible with plastic bottom dishes even so-called 'Optical plastic'. The immersion oil will melt this plastic, destroy your sample and damage the objective. We have a special (but toxic) oil for such thin plastic bottoms.
- Objective damage happens when users crash the objective into the slide when they cannot find their sample or into the stage while moving. Always find your sample using the technique you learnt during the training (Watch the video How to find your sample here). Never clamp your sample as this strongly increases the risk of damaging the objective.

- Please take care of the objectives! They are very expensive and easily damaged (e.g. the 60x oil TIRF costs 150 000 SEK).

8. Computer usage and data storage

- Never store data on the microscope computers. While working on the microscope, store your data in the Temporary data folder on the desktop. Before the end of your booked time, you must transfer the data to the storage server and immediately empty the Temporary data folder. Any data found on the computer will be deleted without warning.
- JOBS users can leave the database only (not the data) on the computer in the JOBS database folder on the desktop.
- Installation or upgrading of software can only be done by the LCI staff. The software on LCI computers cannot be copied to any other computer, within or outside the LCI facility. The current IT policy at KI must be followed.

9. Acknowledgements

- When data acquired or analysed on the facility's microscopes or the VDI are published, the facility and the grant providers must be acknowledged. The latest text version will always be found on our webpage: https://ki.se/en/bionut/using-the-facility

10. Publications

- Twice per year we will ask you to help us update our list of LCI articles. To facilitate grant applications, please notify us if your latest paper is not on the list.

Welcome to the Live Cell Imaging facility! ☺

We have read the above guidelines and agree to fully comply with them.

Date

User email

User name

Updated 08 April 2024

User signature

PI email

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