



FACULTEIT DER NATUURWETENSCHAPPEN, WISKUNDE & INFORMATICA

Swammerdam Institute for Life Sciences

Van Leeuwenhoek Centre for Advanced Microscopy (LCAM)

Update 7 October 2013

**Rules and guidelines for guests of
the Van Leeuwenhoek Centre for Advanced Microscopy**

LCAM is an expertise centre and aims to perform high-level scientific research where the light microscope has a central role. The expertise and instruments within LCAM is available for users of LCAM. In order to keep the instruments in good condition and to organize usage of the instruments smoothly, we here define some rules for users of LCAM.

General rules

- 1) The Centre for Advanced Microscopy (LCAM) is open to students, UVA personnel and projects approved by the LCAM staff.
- 2) No modifications to the instruments are permitted without prior approval from the LCAM staff. It is not allowed to adjust the instruments or software that may impact other users without permission. It is strictly prohibited to install any software on the computers. Storage and use of other equipment is also restricted and subject to preapproval.
- 3) Users are responsible for thoroughly cleaning the equipment after each session. Oil immersion objectives must be wiped clean with optical lens paper only. Water objectives must be rinsed with water and wiped clean with optical lens paper only. Objective cleanliness will be strictly enforced!
- 4) Users are responsible for switching off the equipment. Users may transfer this responsibility to the next user. Only when users agree on this responsibility transfer, the next user becomes responsible. The last user of the day switches off all equipment (except the computer of the LSM). A violation of this rule may cause a personal fine. There are three situations that can cause a fine.
 - a) Forgot to switch off microscope; fine one night €5,- weekend €15,-
 - b) Forgot to switch off HG-lamp; fine one night €15,- weekend €50,-
 - c) Forgot to switch off laser; fine per laser one night €30,- weekend €100,-
- 5) Fault messages for each instrument must be recorded in each instrument's logbook.
- 6) Users agree to immediately report instrument damages to the LCAM staff.

Safety, Chemicals & Biohazards

- 1) Food and beverages are absolutely prohibited in the microscope rooms and laboratories.
- 2) Only chemicals required by the experiment are allowed in LCAM. When the use of a toxic / dangerous chemical cannot be avoided, users must notify the managing staff in advance of planned use.
- 3) Radioactive materials are strictly prohibited.
- 4) Use of live viruses, potential biohazard (blood, bodily fluids) or any unconventional live organisms must (bacteria) be cleared with the staff for each instance and in advance of planned experiments.
- 5) Live cells, media, Petri dishes and gloves must be discarded in the biohazard container in the tissue culture room.
- 6) Users are responsible for cleaning the equipment at the end of the experiment.

--- Failure to notify the staff of chemical or biological hazards will result in immediate exclusion from LCAM---

Time Use Policy

Reservation and use of LCAM equipment must be done in accordance to the following principles:

- 1) Time on the equipment must be reserved in advance. The reservation schedule can be found on the LCAM web site: <http://www.science.uva.nl/research/mc/LCAM/booking.htm>. No reservation more than 1.5 weeks in advance.
- 2) The microscopes can only be booked by sending a request to <mailto:CAM.microscopy@gmail.com>. On Thursday afternoon the new booking list will be available on the web-page.
- 3) Users with live specimen are always given higher priority than those with fixed specimen. There is no guarantee an instrument will be routinely available on specific days or times of the week. If several users request the same slot, weekly rotations will be implemented so that users alternate their days in the week
- 4) Day-long reservations are allowed exclusively on experimental grounds, to accommodate live cell.
- 5) In exceptional cases the managing staff can break into the schedule (for example due to maintenance).

After-Hours Access

In the absence of managing staff, use of LCAM equipment outside regular business hours and during weekends and holidays has special implications for the equipment integrity and the quality of data collected.

- 1) First time after-hours users of LCAM equipment must contact the managing staff at least two days in advance of planned use. The staff grants access to the microscope rooms and explain the security procedure. Only guests with UvA permission may get LCAM after-hours permission.
- 2) Further training may be required to obtain after-hours access. The complexity of the experiment, potential risks to the equipment and the user's background will be considered.
- 3) After the first time, each occurrence of after-hours use must be cleared in advanced with LCAM personnel.
- 4) Unauthorized after-hours use of LCAM equipment will result in exclusion from the facility.

Data Storage and Computer Use

- 1) Storage space on computers running each microscope is limited. Remove data from our computers as soon as possible. We reserve the right to erase data left on individual computers without notice. Data will be kept at least two months on the microscope computer.
- 2) The facility owns a dedicated file server for long-term storage: emicro. Each user will be allocated an initial quota of 20 GB storage space. This quota may be increased if needed. To get access to the server send an email with your science account information.
- 3) Storage on the server is to be used exclusively for data acquired or analyzed within the LCAM. Files unrelated to activities conducted in the facility may not be stored on the server.
- 4) ***We strongly recommend not to rely exclusively on the server for data safekeeping!*** Users should store a second copy of their data on whatever media they feel most appropriate.
- 5) Internet browsing, reading email or playing music is not allowed on our computers.

Publications

- 1) LCAM is not a facility; it is an expertise centre. This implies that the LCAM-staff works together with the guests of LCAM based on a scientific collaboration.
- 2) As a consequence of the scientific collaboration, LCAM should appropriately be acknowledged in publications either as co-authors or in acknowledgment depending on time/equipment/expertise invested by members of LCAM in collaborative research.
- 3) LCAM should be cited as: "van Leeuwenhoek Centre for Advanced Microscopy, Section Molecular Cytology, Swammerdam Institute for Life Sciences, University of Amsterdam".
- 4) LCAM wants to receive a pdf-file of the publication.

Note: For grant applications (e.g. new equipment) collaborative papers are the only prove for collaboration between research groups.

Financial coverage:

- 1) Researchers from SILS will be charged for the use of photons. The costs at this moment are set to €7,50,- per hour. These costs are to be able to replace lamps and lasers.
- 2) Academic researchers from outside SILS will be charged for the time consumption on the microscopes. Rate is to be determined at the project discussion with the LCAM staff.
- 3) Guests from industry pay a day fee (but short pilot experiments are free of charge).
- 4) For all collaborations we expect that researchers contribute in the costs of special equipment. Special microscopy equipment will be also available for other users.
- 5) Users that plan to submit a grant application where microscopy time is required will discuss with the LCAM-staff possible coverage of the costs.

Training

- 1) Before a researcher starts as a guest of LCAM, plans will be discussed with the LCAM-staff. Also matters like financing, use of equipment, best research strategy will be discussed during this intake interview.
- 2) Before a researcher starts as a guest of LCAM, a project description sheet will be filled in together with the LCAM-staff.
- 3) Training by one of the LCAM staff members is required before using any LCAM equipment.
- 4) On regular basis, LCAM will organize 1-day training for new guest researchers. Users of LCAM should attend such course and pass the exam.