

Microscopy Facility General Policies

(Revised June, 2019)

The Microscopy Core Facility. The microscopy core facility, also known as the Jenkins Microscopy Core Facility, or Integrated Microscopy Core (IMCore), is part of the federally funded Wyoming Sensory Biology Center of Biomedical Research Excellence (COBRE). Its operations follow the PHS guidelines of core facility operations, which can be found at <https://grants.nih.gov/policy/index.htm#gps>

Hours and Access

1. All users have access to the facility during UW's normal business hours (8:00 AM to 5:00 PM, Monday-Friday). Access during afterhours/weekends/holidays must be discussed and arranged ahead of time with the facility staff.
2. Staff assistance is available during normal business hours and must be arranged ahead of time.

Sign-Up and Usage

1. To use the instruments, users must first be trained and approved by the facility staff. There are no exceptions to this rule.
2. The facility adheres to policy of first-come first-served. Users may sign up for equipment in advance online using the online signup calendar. However, the facility reserves the right to give NIH funded researchers priority of using the equipment, according to NIH guidelines. Any teaching related uses of the equipment must be pre-approved by the facility staff.
3. User must cancel the signup in advance, if the user is unable to use the instrument he/she signed for. The user will be billed for the time of his/her signup, if the user fails to cancel your signup.
4. If a user is more than 30 minutes late for an appointment, another user may step in to use the remaining time in the scheduled session. The original user who signed up for the instrumentation may be billed for the time the user missed.
5. The user will be billed starting from the start time of his/her appointment, regardless of the arrival time, unless the user notifies the facility staff ahead of time. However, if the user leaves his/her appointment early, the user will not be billed for the time remaining on his/her appointment. However, the facility encourage users to book their usage according to their real need, as curtsey for other users.
6. The facility remains the right to cancel a user's existing sign-up and notify the user in advance.

Data Storage

1. The facility does not provide storage space for your data. Storage and backup of the microscopy data is the sole responsibility of users. Often, there is enough disk space on our hard drive to temporarily store your data for at least a few days, but no backup is offered by the facility and we cannot guarantee your data will be preserved.
2. All data must be saved in the designated User Files directory. Any data left on the desktop or other system directories may be deleted without warning.
3. Some of our computers are NOT connected to internet. Bringing in a portable hard drive is the best way to copy/preserve your data.

User Fee Charges and Payments

1. The user fee charges for each instrument is available at the facility's website. Please note that the user fee rate is for internal users only and it is heavily subsidized by the Wyoming Sensory Biology Center (P20GM11310). External users should contact the facility staff for pricing information.
2. PIs are responsible for paying any user fees. Students and other lab personnel should receive permission from your PIs prior to use the instrument.
3. User fee charges are billed on a monthly basis. Users are responsible to pay the bill within three billing cycles.
4. The facility has the right to deny user access until the unpaid balance for that user has been paid.

Publications and Acknowledgements

1. Users are obligated to acknowledge the facility in all publications involving facility staff or equipment. The facility is heavily subsidized by the UW Sensory Biology COBRE grant (P20GM11310), and the UW INBRE grant (2P20GM103432). Any research that involves in the use of the facility is also required by law (Division G, Title II, Section 218 of PL 110-161) to cite the SBC center grant and the INBRE grant. Here is an example phrase that can be used in your publication acknowledgement:

Research reported in this publication was supported in part by an Institutional Development Awards (IDeA) from the National Institute of General Medical Sciences of the National Institutes of Health under grant numbers P20GM11310 and 2P20GM103432.

2. Before submitting a paper, please discuss with the facility staff if all technical aspects are properly described.
3. For publications that properly acknowledge the Sensory Biology COBRE grant and the facility, the PI will receive \$300.00 credit per publication towards future use of the facility. An additional \$250.00 credit will be given to a publication in which the microscopy image(s) appears on the journal cover. Please send a PDF copy of your publication to the facility staff.
4. Sensory Biology Center investigators and mentors are not eligible for the publication credits.
5. Authorship should be discussed in a case-by-case basis and defined as early as possible. This is only applied if the facility staff gives relevant intellectual input or in case of implementing a specific novel application not yet available as a standard service.
6. Users who used microscopy core for their published work but failed to acknowledge the SBC grant will be requested to cover the previous usage at the non-subsidized rate before his/her group is allowed to have access to Microscopy Core.

Safety and Legal Policy

1. No food or drinks are allowed in any of the microscope (and other instrument) rooms.
2. All waste materials, including waste chemicals, bio-materials and glassware, must be deposited in proper waste containers.
3. It is mandatory to clean up the microscope and workspace after usage.
4. NO gloves are allowed when operating the microscopes.
5. All projects using live vertebrate animals must be approved by UW IACUC. IACUC policies and use forms can be found at its website - <http://www.uwyo.edu/research/compliance/animal-care>

6. All users must receive proper training from the facility staff prior to be allowed operating an instrument. All users shall exert caution and use the instrumentation according to its proper operating procedures. If an instrument is broken or damaged due to user's failure to adhere to proper operating procedures, the facility remains the right to deny a user access or seek compensation for damages.