

User Policy and Guidelines
Center for Advanced Scientific Instrumentation (CASI)
University of Wyoming

Overview

The Center for Advanced Scientific Instrumentation (CASI) at the University of Wyoming is a staffed core facility equipped with state-of-the-art instruments for the analysis of a wide range of specimens. CASI is dedicated to supporting research and education for UW faculty, students, and other stakeholders within Wyoming and beyond. Located in the Science Initiative Building (SIB), the facility houses advanced equipment, including confocal microscopes, a transmission electron microscope (TEM), a focused ion beam scanning electron microscope (FIB-SEM), a micro-computed tomography system (micro-CT), and a single crystal X-ray diffractometer (XRD).

Hours and Access

1. **Regular Access:** The facility is open during UW's standard business hours (8:00 AM to 5:00 PM, Monday–Friday).
2. **After-Hours Access:** Access outside regular hours, including weekends and holidays, must be arranged in advance with facility staff.
3. **Staff Assistance:** Staff support is available during business hours and must be scheduled beforehand.

Sign-Up and Usage

1. **Training Requirement:** All users must complete training with CASI staff or CASI-approved personnel before operating any instruments — no exceptions.
2. **Reservation System:** Equipment is reserved on a first-come, first-served basis through the web-based Project Performance Monitoring System (PPMS). Users must register via the [UWYOPPMS](#).
3. **Project Setup:** Principal Investigators (PIs) must establish projects in PPMS for their group members. A valid project must be selected to schedule instruments or request services.
4. **Personal Use Policy:** Only the individual who made the reservation may use the equipment, including users supervised by trained personnel.
5. **Instrument Settings:** Users must not modify instrument hardware or software settings without prior consultation and approval from CASI staff.
6. **Cancellations:** Reservations must be canceled at least 12 hours in advance. Late cancellations or no-shows will be billed for the reserved time.
7. **Billing Start Time:** Billing begins at the scheduled start time, regardless of the user's actual arrival. Early departures require CASI staff approval; otherwise, users will be billed for the full reserved period.
8. **Reservation Adjustments:** CASI reserves the right to cancel or adjust reservations, providing prior notice when possible.

Data Storage

CASI backs up all data generated on facility instruments. Data are stored free of charge for two years, after which they are deleted. PIs will receive a notification before data removal.

User Fees and Payments

1. **Fee Structure:** Current fee schedules are available on the [CASI website](#).
2. **Payment Responsibility:** PIs are responsible for covering user fees. Students and lab personnel must obtain PI approval before using the equipment.
3. **Billing Cycle:** Charges are billed monthly, with payments due within 90 days.
4. **Access Restrictions:** Users with unpaid balances may have their access suspended until outstanding charges are settled.

Publications and Acknowledgments

1. **Facility Acknowledgment:** Publications involving CASI instruments or staff must acknowledge the facility. Acknowledgment of the UW INBRE is also mandatory for any instrument supported by the UW INBRE. Failure to provide proper acknowledgment may result in revoked access to CASI instruments. Example acknowledgments:
 - **CASI acknowledgment:** *"The authors acknowledge the Center for Advanced Scientific Instrumentation (CASI) at the University of Wyoming for access to [specific equipment/technique]. We thank [staff member name] for their technical assistance."*
 - **INBRE acknowledgment:** *"This research was supported by an Institutional Development Award (IDeA) from the National Institute of General Medical Sciences of the NIH under Grant #2P20GM103432."*
2. **Manuscript Review:** Users should consult facility staff before submitting manuscripts to ensure accurate technical descriptions.
3. **Authorship Considerations:** Authorship for CASI staff should be discussed early in the project, particularly when staff contribute intellectual input or novel methodologies.

Safety and Compliance Policies

1. **Food and Drink Policy:** No food or drinks are allowed in instrument rooms.
2. **Waste Disposal:** Users must dispose of all waste (e.g., chemicals, biological materials, glassware) in designated containers.
3. **Workspace Cleanliness:** Workspaces must be cleaned after use.
4. **Glove Policy:** Gloves are prohibited while operating instruments unless explicitly allowed by CASI staff.
5. **Animal Research Compliance:** Research involving live vertebrate animals requires prior approval from the UW Institutional Animal Care and Use Committee ([UW IACUC](#)).
6. **Radiation and Laser Safety:** X-ray and laser safety training may be required for certain instruments (e.g., CT, XRD, TEM). Users should consult the [UW safety office](#) for details.

7. **Operating Procedures and Damages:** Users must follow proper operating procedures. CASI reserves the right to revoke access or seek compensation for damages caused by negligence.