

University of Wyoming Center for Advanced Scientific Instrumentation Light Microscopy Policies and Guidelines

NOTE: User access to light microscopes is at the discretion of the CASI staff. Access may be revoked due to improper usage or failure to abide by the following policies and guidelines at CASI staff discretion.

- 1) All users of CASI instrumentation must first establish a user account in the CASI PPMS software (to register, please use the link [UWYOPPMS](#)).
- 2) All users of the Light microscopes must undergo a consultation of imaging needs with a qualified member of the CASI staff before using any instrument.
- 3) All users must be trained on the instruments by a qualified member of the CASI staff.
- 4) Users that wish to use the TIRF modality must use laser safety glasses and receive TIRF specific instruction from a qualified member of the CASI staff.
- 5) Keycard access to CASI spaces will be facilitated by the CASI staff. Keycard access will only be granted once the user has consulted with and been trained by CASI staff.
- 6) All instrument time must be reserved using the PPMS scheduling software.
- 7) All reservation times will require the selection of a project at the time of booking. This allows for proper billing to be assigned.
- 8) The person who reserved the microscope must be the one using it. This includes users being supervised by someone trained by CASI.
- 9) All users are required to adhere to proper start up and turn off procedures.
- 10) Hardware and hardware settings are not to be changed without the consultation of the CASI staff. Objectives should remain in the turret and all microscope calibrations and setting should only be changed by a qualified member of the CASI staff.
- 11) Shared research space is to be left clean at the end of each session. This includes the instrument as well as any desk or prep space. The stage should be cleaned, and immersion oil removed from the objectives.

12) Data on the microscope computers is unsecured and may be inadvertently deleted at any time. Scheduled data removal will occur every Friday at CASI staff's convenience.

13) The cancellation of reserved time should happen as far in advance as possible. Reserved time canceled less than 4 hours before the scheduled time will be charged for the reserved instrument time regardless of use.

14) All publications that used CASI resources must be reported.

All users of the microscopes must specify the special functionalities of the light microscopy systems. I.e. TIRF, Super Resolution, etc, that they intend to use. This allows the CASI core to track modality usage to better plan for future improvements and additional capacity.