**IMC Light Microscopy Policies**

**Training.**

- Prior to any microscope use, there are mandatory training sessions (usually 2 sessions of 2 hours for A1, DV, OMX; 1 session for Cytation and CiL; the number of sessions may increase if the user is deemed not ready to use the instrument alone) with IMC personnel. Even with previous experience, training is still mandatory. No sample is required for training sessions.

- Any trained user who has not operated an instrument within the last 6 months is required to take a refresher training session (anywhere from 30 mins to 1 hour) before the use of the instrument that will demonstrate the amount of information the user still remembers. If the user is deemed insufficiently proficient, an extended training session will be scheduled.

- We do NOT offer group training, training is always one-on-one

**Reservation.**

- Reservations on any of the instruments can only be made for the hours between 8:30am and 6:00pm, Monday to Friday. After hours/weekend use requires special permission from IMC personnel.

- Reservations and Billing are in 15 minutes increments.

**Cancellation.**

- Cancellation of a reservation must occur at least 4 hours before your reservation or you will be charged for the length of the appointment.
  - If you find someone to fill your time slot, such as a lab mate/coworker, then your reservation time can be switched over and you will not be charged.
  - Please email Fabio (stossi@bcm.edu) or Hannah (hannahj@bcm.edu) ahead of time to allow the reservation to be switched or deleted.

**Data Processing, Transferring and Storage.**

- The IMC is NOT responsible for your data and their storage.

- You can transfer/store data in three ways: BCM BOX, personal hard drive, or on the IMDATA server (this option is NOT for long term storage and will not be free forever)

- As some of the instruments (i.e., OMX, DV) require image processing you have the following options: 1) process data during your session, 2) batch process at the end of the day at no extra charge if no one is scheduled on the machine (this will be on a first come first serve basis), 3) for DV and OMX you can transfer data to the workstation and process them there.

- Please allow time for data transfer at the end of your session; if you ask IMC personnel, we will move it for you at the end of the day.

- We will NOT allow processing and data transfer in the background of another user’s session as this has been causing the system to slow down and eventually crash.

- Data files should NOT be stored on the local hard drives. We will move data off the machines when they are more than two weeks old.
Objective Damage/Misuse

- If you do not seal your coverslips properly and use an oil objective, you will be **required** to go through a **refresher training** before further use of the instrument.
  - Please be ready to show your slides if we ask to check them. We want to ensure the slides are properly sealed to avoid any damage to our objectives.

- If you get oil and/or mounting media onto an air objective, either from unclean slides or using oil directly on the air objective, you will be **required** to go through a **refresher training** before further use of the instrument.
  - **If you get oil on an air objective, DO NOT attempt to clean it off yourself. At no time should you touch the objective with any type of cleaner!!**

- If you scratch an objective lens, you will be **required** to go through a **refresher training** before further use of the instrument.

- Continual incidents will require a full re-training (2X 2 hours) before further use of the instrument, PIs will be notified and decisions made about utilization of equipment unsupervised.