

High Resolution Imaging Facility (HRIF) Policies and Procedures

Effective April 16, 2018

GENERAL

The High Resolution Imaging Facility (HRIF) is a core facility and a shared resource. As such, we strive to provide a high quality of service, minimal equipment down-times, and ease of access for the many researchers who use our resources. To achieve this, we have a set of rules and policies, outlined below. These policies were developed with the aim of allowing a large community of researchers to utilize common equipment and to maintain a high functioning core. To effectively implement these technologies, we provide consultations, expert training, and support for all our systems.

Training by HRIF staff is required for each user to operate our microscopes independently. All users will undergo training and demonstrate competency to HRIF Staff. Once you have been trained and certified, you will be able to book the system for independent use.

All core users expect the microscopes to be in working order and the space to be clean. Repairs are expensive, and down-time to repair and maintain the system impacts everyone. Please be courteous to others and careful when operating the microscopes.

The Principal Investigator can be held financially responsible for damage to instrumentation due to negligence, failure to follow instructions, or unauthorized use.

Core access can be denied to users who fail to follow policies outlined herein or instruction from HRIF staff.

Instrument specific details may change without notice. Please check bulletin boards in each microscope room or on the outer door of room for current notifications. Always follow instructions from HRIF staff.

HRIF INVESTIGATOR ACCESS AND BOOKING

- All users must be trained by HRIF personnel to operate the equipment.
- All users must have an account in FBS. To get this account please fill out the “New User” form on our website <https://uab.edu/medicine/hrif/reserve-equipment/new-user-form> . We will email you with details on how to login or for more info if needed.
- Once you have been trained, you will be able to book the microscope, except for the TEM, using your FBS account at <https://fbs.psapps.uab.edu/> This website can be accessed while on UAB campus or by VPN off-campus.
- Access is not allowed for untrained users. Everyone must be trained and approved by HRIF personnel, you may not train other people from your lab. Your lab-mate may sit

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and watch your imaging session, but to operate the instrument they need to submit a request and obtain proper training. We can train several people from the same lab in one session, just ask!

- Training Requests: Training requests can be submitted on our website. <https://uab.edu/medicine/hrif/>
- Once you have been trained, you will be granted user rights to that microscope. This will allow you to independently book time using our online calendar (excluding TEM). In general, we request that you reserve time in increments of 3 hours (or less) during working hours (9-6 M-F). Longer sessions may be booked after hours. However, we understand you may have living cells or a time sensitive experiment - please come talk to us to arrange longer bookings.
- Trained users may not perform work for other labs and research areas without express written permission from HRIF Staff. A failure to obtain permission will result in a revoking of privileges.
- Always sign up for time on the FBS calendar. Even if you want to drop in and think no one will be there. It makes everyone's life easier. If you do not sign up, you will still be charged for time used.
- For after-hours access, contact HRIF about card access to the building and/or lab.
- Access will not be granted without an active account number (UAB internal users).

PREPARATION FOR TRAINING:

The goal of the training is to teach you how to operate the instrument so you can collect data for your project independently. The goal is not to conduct an experiment. We are happy to use one of your samples for training (it is always helpful to learn with something you will be imaging!) but do not expect to walk away with a full dataset or paper figure.

Please come prepared to the training session with:

- Sample and details of how the sample was prepared, how it is mounted, what fluorophores are used if applicable. (Please talk to us before with questions on how to properly prepare you sample.)
- For SEM: your sample should be dehydrated unless otherwise discussed with your trainer. Make sure your sample is clean and has no finger oil or other residue.
- Notebook and pencil/pen
- Any materials your HRIF trainer asked you to print and bring

ENDING YOUR SESSION

- Make sure the microscope and work area are clean.
 - Save and transfer your data.
 - Leave the computer on, but remember to logout if appropriate.
- Important: If someone has signed up for a session within three hours of your session ending, leave the lasers (if applicable) and microscope **on** for them, but logoff the computer. If no one is signed up after you, proceed with the full shut down if applicable. You can check the online FBS calendar to see when the next user is booked. Do not assume, check it out.

REPORTING PROBLEMS

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If you have a question or encounter a problem while working on the microscopes don't hesitate to ask for help! That is why we are here.

- In case of emergency (errors, crashing, other difficulties with the microscope), HRIF contact information is posted by each microscope or room.
- All problems with the microscopes (including errors, crashing, other difficulties) should be reported by email or in person to HRIF personnel. If we don't know something went wrong, we can't fix it!

HAZARDOUS MATERIALS

The HRIF is a Biosafety Level 2 (BSL-2) Facility. This means that only work that falls under Biosafety Levels 1 or 2 can be performed in this facility. Accordingly, the doors to the facility are labeled with the universal symbol for biohazards.

- No gloves on the keyboard or computer mouse.
- No food or drinks are allowed in the microscope rooms.
- Samples that may be characterized as potentially dangerous to the users or staff of the HRIF may not be brought into the core unless they are rendered harmless and the procedures for rendering them harmless have been approved by HRIF staff and/or UAB OH&S. This policy affects, but is not limited to, bacterial, viral, carcinogenic and radioactive samples.
- All materials (hazardous or not) stored in the refrigerator or in the preparation lab must be clearly marked with the individual's name and date.
- Properly dispose of all biohazards.

FEES/CHARGES

- A current fee schedule is posted on our website <https://www.uab.edu/highresolutionimaging>. Rates are subject to change without notification. Our rates which go toward operating costs including service contracts reflect a subsidy from UAB for internal users.

All booked time will be charged. Booked time will be cross-verified with logins and any time used but not booked will also be charged. Rates are posted in the microscope rooms and on our website.

- If there is a problem with the equipment during your session, please let us know to begin a discussion of charges being pro-rated or lifted.

PUBLICATIONS

Remember to acknowledge the core in your publications. This is critical in supporting the core as a vital UAB resource.

General: "Research reported in this publication was supported by the UAB High Resolution Imaging Facility."

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Comprehensive Cancer Center: "Research reported in this publication was supported by the National Cancer Institute Cancer Center Support Grant P30 CA013148 and used the UAB High Resolution Imaging Facility."

CAMBAC: "Research reported in this publication was supported by the National Institute of Arthritis, Musculoskeletal, and Skin Diseases of the National Institutes of Health under Award Number P30 AR048311 and used the UAB High Resolution Imaging Facility."

Please let us know when you publish by sending us an email (mattheyses@uab.edu)! This is critical in supporting the core as a vital UAB resource.

SAVING YOUR DATA AND DATA STORAGE

After you finish your imaging session and have saved your data in the specified location in your lab's folder on the microscopes computer, back up your data. On some microscopes, this means writing to a DVD, on others it means accessing UAB BOX to upload your files. You will be given specific instructions in your training

PLEASE make sure you keep a redundant backup of all your data. We assume no responsibility for data loss in the event of data workflow issues.

We will aim to keep some data available on the local hard drives of all our acquisition PCs. In the event a microscope hard drive becomes full, we reserve the right to delete data to free up space. We will notify the users to make sure the lab/user has the data secured prior to deletion. In the event of hard drive failure, we cannot guarantee the safety of this data. We do not maintain a back-up of your data.

SHIPPING SAMPLES

Samples can be shipped to us for investigation. Please email us to make arrangements and to receive shipping directions. The samples will be shipped back to you upon completion only if pre-arranged with HRIF staff. A manifest including sample names written or printed legibly must accompany the shipment.

NEW EQUIPMENT

The HRIF is willing to house and maintain new instruments that complement or enhance our capabilities. When principal investigators acquire new equipment, they are welcome to discuss with us about the possibility of locating it here. In exchange for our staff maintaining the tool, training its users and supervising its operation, we will make it available to all HRIF users.



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Please sign below to indicate you have read and agree to follow the policies of HRIF (version April 2018). You should maintain the policies for your records.