

Axio Zoom policies (effective February 2015)

- 1. Before anyone may work alone on the system, he/she must be trained by Michael Cammer Michael.Cammer@med.nyu.edu, Yan Deng Yan.Deng@med.nyu.edu or Zeiss (Ryan Bagley Bagley@zeiss.com)** with relevant samples specific to projects. If trained by Zeiss, user must have checkout with Michael or Yan to enforce NYU specific policies. If you are a trained user but are starting a new protocol, you are encouraged to request a new training.
- 2. All use must be signed in logbook, regardless of how minor the usage.** For example, if user is only screening by eye or only transferring files from the computer, he/she must sign the paper logbook. Failure to sign the log book risks loss of user privileges.
- 3. Any problems/concerns with microscope must be reported to Michael and Yan immediately, not directly to Zeiss.** Note that Michael and Yan will reply to calls, texts, or emails during evening or weekend hours.
- 4. All service issues and contacts with Zeiss must be coordinated through Michael and Yan.**
- 5. Those who sign up in advance online have priority over people not signed up.** Please be considerate of other users and sign up only for the time you will use.
- 6. Non-core users (OCS users) will have maximum of four hours per week during weekday hours 9:00-6:00.**
- 7. Protocol development will be done by users in collaboration with Michael and Yan.** After a specific training, the user will be contacted to edit a draft protocol (with cc to the PI). This will streamline future training. Protocols for data published with use of the scope MUST be deposited with Michael and Yan.

Notes and link to online signup at <http://microscopynotes.com/axiozoom/>