***Revision 12 Aug 2020***

**Microscopy Lab Open Policy Phase One – Light Microscopy**

**General Rules:**

1. **All users must follow school’s guidelines to protect each other.**
2. **In-person teaching or training services as per staff discretion.**
3. **All BSL-2 instructions, which have been read and signed by all users, will be followed.
Note the details on transport of samples and PPE.**
4. **Microscopy Lab policies are all effective and shall be followed as usual except where these policies supersede standard policies.**

Note that there are institution requirements for PPE. It is your responsibility to follow or exceed these requirements and failure to do so may result in consequences.

**Microscope Reservation:**

* Light Microscopy Lab signups allowed hours that NYU Langone permits research labs to be in operation.
* All work must be scheduled in iLab in advance. NO walk-in allowed.
* **There must be a minimum buffer of ½ hour between appointments** (one hour better). Room must be vacated on time according to scheduled time in iLab.
If there is no user after you and you want to work longer, you may extend your iLab appointment or add a new one manually.
*No appointments may run over time pre-booked in iLab for any reason. This includes cleaning time. Make sure your work ends a few minutes early so you have time to wipe down with 70% EtOH.*
* Overnight experiment must be preapproved by core staff.
* Only one user is allowed in each microscope room for each session (except by prior agreement by all parties)

**Rules for Microscope Users**

Before access to the microscope room, users must wear a mask, lab coat. Eyeglasses or protective eyewear, disposable caps are highly recommended.
Long hair must be pulled back and fastened.

**Must thoroughly clean hands or wear new gloves (provided in each microscopy room) before touching equipment.**

When user get in the room, please do:

* **Clean hands with 70% ETOH or hand sanitizer before touching any equipment**.
* You may wear a new pair of gloves offered by core – **gloves worn outside the core are prohibited**.
* Spray 70% Ethanol on paper towel to clean up computer keyboard, mouse, joystick and the microscope (stage, focus knobs, handles of environmental chambers, and any place that can be touched by hand) - Do NOT spray on power switches directly.
* Wipe eyepieces with 70% ETOH with Kimwipes or lens tissue only.
* Base of chairs, table (especially at base of microscope, desk edge, countertops will be sprayed with Bleach or 70% ETOH and wipes thoroughly).
* Keep PPE on during imaging.
* When user finish, follow these steps:
* Wipe eyepieces with 70% ETOH with Kimwipes or lens tissue only.
* Using 70% Ethanol spray and paper tower to clean up computer keyboard, mouse, joystick and surface of microscope stage, focus knobs, handles of environmental chambers, and any place that has been touched - Do NOT spray on power switches directly, use wet kimwipes wipe off the surface.
* Base of chairs, table (especially at base of microscope, desk edge, countertops will be sprayed with bleach, 70% ETOH and wiped thoroughly or commercial sanitizing wipes may be used.
* Spray and clean up slide box or sample box with 70% Ethanol.
* Take off gloves and throw them into a garbage can.
* REMEMBER to clean up hands with hand sanitizer or wash with soap/water.