

Microscopy Laboratory General Policies- Aug 2017

Hours and Access

Microscopes are available 24 hours a day. We arrange card access to the Skirball Institute of Biomolecular Medicine and the Alexandria Center for Life Sciences (East and West towers) after you have completed training.

Standard microscope assistance hours are Monday through Friday from 9:30AM to 5:30PM. Light microscopy and image analysis appointments may be arranged at other times by contacting the lab.

Sign-Up and Usage

To use our instruments, you must first be trained and approved by our staff. There are no exceptions to this rule. After you complete training, we encourage unassisted use of most microscopy resources at any time.

The Microscopy Laboratory adheres to policy of first-come first-served. You may sign up for equipment in advance online using iLab.

All usage must be logged in iLab. In addition, for instruments that have paper logbooks, you must sign in at the beginning of the session.

Sign-up times are strictly enforced. You must vacate the equipment promptly for the next scheduled user. You may negotiate exceptions, but no user is required to cede their time except for staff-mandated maintenance issues.

If you leave a piece of equipment before the end of your reserved time without signing out or shutting it down, our staff or the subsequent user may clean up and begin working. They will do their best to ensure your data are saved, but there is no guarantee that unsaved data will be preserved. You may also be charged the assisted rate for this service. You may not have access to the instrument until your next reserved time.

Exceptions to Our Sign-Up and Usage Policies

The Zeiss LSM 710 laser scanning confocal and multiphoton microscope and the Zeiss LSM 700 laser scanning confocal microscope were purchased specifically for live animal and cell work, respectively. Between 9:00AM and 6:00PM, work with fixed material may be limited to three-hour blocks.

If you are more than 30 minutes late for an appointment, another user may step in to use the remaining time in your scheduled session. You may be billed for the time you missed.

You may be billed starting from the start time of your appointment, regardless of your arrival time. However, if you leave your appointment early, you are not billed for the time remaining on your appointment.

Storing Data on Facility Computers

All data must be saved in the designated User Files directory. Any data left on the desktop or other system directories may be deleted without warning.

It is NYU Langone policy that data should be stored on the institution's server. For most users, this is space allocated at \\research-cifs.nyumc.org\. You must copy your data there or to another location before the end of your scheduled session. Therefore, budget your time accordingly.

Often, there is enough disk space for your data to reside on our hard drives for at least a few days, and we back up some of the systems. However, we cannot guarantee your data will be preserved, so please do your best to make multiple copies.

A minimum of 500 MB must be left on each hard disk. If there is a problem with disk space while work is in progress, your files may be summarily deleted.

AGREED:

Principal Investigator (print name) _____

Name (print) _____

KID _____

Signature _____

Rank (e.g. "student", "postdoc") _____

Date _____