
Twin Cities Campus

Imaging Center

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Imaging Center Rules of Use

1. The CBS Imaging Center (IC) is open to investigators and projects of members of the University of Minnesota community as well as external users.
2. Training by Imaging Center staff is required before using any IC equipment.
3. Following training, time on the equipment must be reserved in advance on the IC web site (<http://www.cbs.umn.edu/ic/>). Contact the management staff as soon as possible if you need to modify your appointment.
4. Food and beverages are prohibited in most of the facility. Blood, radioactivity and biohazard risks are also not allowed without written permission. Only chemicals required by experiment are authorized.
5. No modifications to the instruments are permitted without prior approval from the managing staff. Only stage inserts and perfusion systems provided by the IC may be used. Storage and use of other equipment is also restricted and subject to pre-approval.
6. Users shall provide their own specialized equipment and reagents (dyes, sample holders media, etc.).
7. Users are not to adjust acquisition / imaging software parameters that would impact other users. Contact us if software adjustments need to be made.
8. You are responsible for thoroughly cleaning the equipment used after each session, including workbench, glassware and computer workstations.
Microscope users - Oil immersion objectives must be wiped clean with optical lens paper only. Objective cleanliness will be strictly enforced!
The user is responsible for disposing of hazardous wastes in the appropriate waste containers.
9. Usage time for each instrument MUST be recorded in a logbook. Failure to do so can result in loss of access to the Imaging Center. It is the users responsibility to provide accurate billing information.

10. The IC provides only limited storage space for data. Please move your data from our computers as soon as possible. We recommend burning a CD/DVD or transferring through the network.
11. Users agree to immediately report instrument damages to the managing staff.
12. When in doubt about proper operation and cleaning of the equipment, the user is responsible for contacting IC staff. Failure to do so may result in the user being held accountable for consequential damages, up to the full value of the equipment.
13. Users will acknowledge the College of Biological Sciences Imaging Center in published articles.
Example:
"Microscopy imaging and analysis was performed at the Imaging Center (College of Biological Sciences, University of Minnesota, St. Paul, MN) with the assistance of Mark A. Sanders and/or Gilbert G. Ahlstrand and/or Tracy E. Anderson and/or inset appropriate name here ."

Time Use Policy

Time between the hours of 9:00 am to 5:00 pm Monday to Friday is deemed "prime time" and subject to the following restrictions:

1. Use of a given instrument is limited to 5 consecutive "prime time" hours per user per day, and must either finish no later than 1:00 pm or start no earlier than 1:00 pm. Day-long reservations may be granted exclusively on experimental grounds, to accommodate in particular live cell or live animal imaging.
2. Use of a given instrument is limited to 15 hours per laboratory per week without prior approval.
3. Reservations exceeding user's daily or laboratory's weekly allowance of hours are allowed only if the microscope is available, and can be made no earlier than 24 hours in advance.
4. Reservations outside "prime time" and during week-end and official holidays are exempt from these restrictions, but users wishing to use IC equipment during off-hours should consult with us first.
5. Reservations more than 30 minutes late for their appointments will lose their right to the slot. The instrument is then available for use by anyone. In addition, those who fail to show will be charged for a minimum of one hour of instrument time if staff is not notified of cancellation within 2 hours of start of appointment. The policy is strictly enforced during periods of heavy use.

This policy will be implemented by monitoring the reservation calendar. Reservations made in violation of this policy and without first consulting with IC staff may be cancelled without notice.

How do I Get Started?

1) The first step in using the core equipment is to schedule a meeting between you and the facility personnel. During this meeting, the project and details of the experiment will be laid out and the most appropriate microscopic modality selected. The client is responsible for supplying a valid CUFS or budget number prior to beginning the work.

In this way, the PI and the user are fully aware of the strengths and weaknesses in the experimental design, and the IC personnel can provide maximum methodological and instrumental support throughout the project.

If necessary, further collaborative participation between the IC and the PI's laboratory may be discussed, which might significantly increase the sophistication of the experiments.

2) Our [Rules of Use](#) must be read and signed at this time. We ask that you strictly comply to this policy for as long as you use the core facility equipment.

3) Contact the [managing staff](#) to obtain training and to access our [on-line reservation system](#) and to get U-Card access for after hours access to the Imaging Center (card-key access takes up to 48 hours).

4) The next step is to organize training for the user(s). [Contact us](#) to schedule a hand-on training session with either Mark Sanders, Tracy Anderson, Gail Celio or Gib Ahlstrand.

In addition, you will be added to our mailing list for updates on equipment, policies and unscheduled microscope availability.

File Storage

User data is the users responsibility. Users files left on computers will be deleted as needed. The Imaging Center provides drive storage space on our Transfer server so that users of the facility have a method to transfer files from our equipment to other computers or off line storage devices. The purpose of the space is not for long-term storage of your data. Please remove your files as soon as possible so that others can use the space. Files left on the space for over 30 days will be deleted. If you need longer-term storage or transfer to removable media, please contact Imaging Center staff to make arrangements. Thank you.