

## Microscope Facility at the CMMC

### Guidelines for booking, Training and General

#### Booking

- Booking the microscope systems is mandatory.
- The signee is responsible for proper handling of the system during the microscope session.
- Do not reserve the systems for more than 2 weeks in advance.
- Do not reserve the systems for more than 4 hours a day (between 9 am and 6 pm).
- Long-term time-lapse experiments should be scheduled between 6 pm and 9 am the next morning and in the weekends. Please contact Dr. Aruljothi Mariappan ([amariapp@uni-koeln.de](mailto:amariapp@uni-koeln.de)) to schedule your experiment.
- You can cancel your reservation until two hours in advance, after that those hours will be charged.
- Access is restricted to registered users **ONLY!** Non-registered users can accompany registered users under the registered user's responsibility. Non-registered users are not permitted to work or stay at the microscope systems in absence of a registered user.

#### Training

- Groups **CANNOT** train other groups. If a group is found to use the confocal without having had an initial training session, they will be blocked from any further use.
- If you want to use a very specialized function of the confocal (e.g. setting up fret, frap or time lapse), you will have to take and pay for additional training sessions.
- If untrained people work at the CLSM or if people misuse the confocal, the whole group will be excluded from using the CLSM.

#### General remarks

- The CMMC Imaging Facility is classified as biosafety level 1 (S1) work area. Only samples not exceeding biosafety level 1 (S1) requirements are permitted in the facility!
- Be nice to the microscopes, never rough with them.
- Report any damages immediately to the imaging facility.
- Leave the workspace as clean as you found it. If the workspace was left dirty by the previous user inform the imaging facility immediately.
- Do not put oil on the air and water objectives.
- Do not overapply oil. We periodically check the microscope for cleanliness and if we find that it is covered with oil, the last person signed up will have to explain themselves.
- When cleaning off the objectives, use only lens paper supplied by the imaging facility. After work, be sure to get all of the oil off of the objective.
- Use only oil that is provided with the system. Do not bring any other oil from somewhere else.
- Power up the microscope only in the order demonstrated by the imaging facility. Power down with everything in the reverse order. Never run burners, lasers and cameras without their appropriate cooling devices.

#### Data

- The imaging facility is not responsible for your stored data.

- Save your data temporarily in the system's DATA hard drive space. Do not save your files on the computer's desktop.
- Clean up your files from the system's hard drive as soon as possible.
- We periodically check the computers' capacities and remove old and unused data.
- Do not perform time-consuming digital image processing on the microscope systems, use the offline workstations instead.