

London Regional Microscopy Facility

Confocal Imaging Core Facility and VITAL Imaging Core Facility

Equipment List and Fee Structure, Policies and Procedures

All equipment under the London Regional Microscopy Facility is bookable under the FBS booking system. Please contact LRFM@robarts.ca to start the access and training process.

Equipment in the VITAL facility can be booked 3 days in advance while the CICF equipment can be booked up to 15 days in advance.

Please note the following important usage policies and procedures:

- All equipment billings will be based on bookings as well as actual usage. The booking system will not allow users to login outside of the operational hours. **The booking user must be the login user.**
- Billings will have a 1-hour minimum associated with all equipment.
- After 1 hour, usage will be billed in 15-minute increments. If usage is interrupted by technical issues, users must contact one of the facility managers immediately in order to receive a credit on the billing.
- Users must cancel 12-24 hours in advance of their bookings to not incur a cancellation fee (= to 1 hour use).
- Users who cancel with less than 12 hours notice will incur the full booking fee.
- **The booker for the equipment must be the user.** Anyone requiring access to the booking system and/or the equipment/room MUST contact the LRFM managers to arrange for proper training prior to any access being granted.
- Users who are accessing equipment without proper training and authorization from the facility managers risk losing access permanently. **Sharing of login information and UWO ID cards is strictly prohibited.**
- Users of equipment in RRI3260, RRI3277 or RRI3281 MUST wear proper PPE: safety goggles, lab coats and gloves. All users of this space must complete the Laser 3B/4 safety training module.
- Manager can image slides for users for a \$90/h rate. Please email LRFM@robarts.ca for more information.

Hourly Rates RRI 3260 (CICF)			
Equipment	Unassisted	*Assisted	Operational Hours
EVOS	\$15.00	\$25.00	Mo-Fr; 7 am – 11 pm
Leica GSD	\$25.00	\$45.00	Mo-Fr; 7 am – 11 pm
Olympus FV1000	\$20.00	\$40.00	Mo-Fr; 7 am – 11 pm

*Assisted time frame: Tu/Fr 9 am to 5 pm

Hourly Rates RRI 3277 (VITAL)			
Equipment	Unassisted	**Assisted	Operational Hours
Nikon Confocal Hybrid	\$30.00	\$50.00	Mo-Fr; 7 am – 11 pm
Nikon Confocal Multiphoton	\$30.00	\$50.00	Mo-Fr; 7 am – 11 pm

**Assisted time frame: Mo-Fr 9 am to 5 pm

Hourly Rates RRI 3281 (CICF)				
Equipment	Prime Time Unassisted	Prime Time *Assisted	Non-Prime Time Unassisted	Operational Hours & Prime Time Hours
Leica SP8	\$30.00	\$50.00	\$20.00	Operational: Mo-Fr; 7 am – 11 pm Prime Time: Mo-Fr; 8 am – 5 pm
Leica SP5	\$20.00	\$40.00	\$15.00	
Leica TIRF Wide Field	\$20.00	\$40.00	\$15.00	

*Assisted time frame: Tu/Fr 9 am to 5 pm

Training rates are higher for all equipment. Please consult facility manager for more information. Most equipment can be booked 15 days in advance but must be cancelled 24 hours or more to allow for other bookings. All bookings have a minimum billing of at least 1 hour depending on the system. Nikon equipment can only be booked 3 days in advance. Live animal preparations have priority.

Email LRFM@robarts.ca or call X24151 if you have questions or require forms/training.

Lab Registration, Equipment and Room Access

IMPORTANT: All labs will need to provide speedcode(s), safety training documentation, and all users must attend an orientation session before any equipment use. Labs requiring access to RRI3281 or RRI3277 are required to fill in the Biosafety form. A document will be sent out to each lab requesting the required information and new and existing users will be asked to meet with Karen or Suzanne to sign a user agreement.

Please note the following rules and regulations:

1. Users will be required to document equipment training, Robarts and Facility orientations, and safety certifications training.
2. Existing users need to send safety certifications to LRMF and their profile records will be updated with the required information. Equipment bookings will be linked to training requirements in the near future and existing users will be blocked from bookings.
3. Users may not train other users. New users must be directly trained by staff. Access is granted after an orientation meeting with facility staff which includes signing a user agreement form.
4. Booking must be made by the equipment user. Users who book and login for other users will lose their booking and access privileges.
5. Room access is given to users who have all of their training certifications and have had a facility orientation meeting.
6. If equipment malfunctions you must contact staff immediately. This allows us to determine repair options quickly and terminate billing.
7. Users must not change, tamper, remove or move hardware or software. Doing so will result in permanent loss of access privileges.
 - a. Objectives must not be switched to other microscopes.
 - b. Software must not be updated.
 - c. No portable data drives or USB keys are permitted on any facility computer. Use the Robarts servers to transfer your images to your lab computer or the analysis computers.
8. Malicious or careless use of the equipment may result in damages being charged to the users' lab. If you do not know how to use something on one of the microscopes, please seek assistance. Please note that user history is captured by the system, including cancelled sessions.
9. Users must save all documents to the Robarts server and then move these documents to your lab's home server by the end of the month.
10. At the end of each week the hard drives attached to all equipment will be cleared of data files.
11. The confocal server will be cleared of data files at the end of every quarter.

London Regional Microscopy Facility User Agreement

As a user of equipment within the footprint of the London Regional Microscopy Facility, you agree to abide by the following policies and procedures. Failure to do so may result in the loss of access to the Facility and the equipment within it. The current footprint for the LRMF includes RRI3260, RRI3277, RRI3279 and RRI3281.

Prior to access to equipment in RRI3260, RRI3277 and RRI3281, you will undertake the following training in addition to the mandatory safety training courses for Western University:

- a. Biosafety
- b. Laboratory Safety and Hazardous Waste Management
- c. Laser Safety for 3B/4 Lasers
- d. Robarts Orientation
- e. FIT Test for users needing access to RRI3277 for live animal work

All the above training must be provided to the Facility prior to the Facility Orientation, except for the FIT test if you do not need access to equipment in RRI3277.

Facility Orientation will be arranged as a short meeting prior to training sessions to determine your study and equipment requirements.

Once you have met the above requirements, facility managers will schedule a training session on the necessary equipment. When you have received the necessary training, you will be given access to the required spaces. Users may not train other users. **New users must be directly trained by staff.**

Additionally you acknowledge the following Rules and Regulations:

1. Booking must be made by the equipment user. Users who book and login for other users will lose their booking and access privileges.
2. If equipment malfunctions you must contact staff immediately. This allows us to determine repair options quickly and terminate billing.
3. Users must not change, tamper, remove or move hardware or software. Doing so will result in permanent loss of access privileges.
 - a. Objectives must not be switched to other microscopes.
 - b. Software must not be updated.
 - c. No portable data drives or USB keys are permitted on any facility computer. Use the Robarts servers to transfer your images to your lab computer or the analysis computers.
4. Malicious or careless use of the equipment may result in damages being charged to the users' lab. If you do not know how to use something on one of the microscopes, please seek assistance. Please note that user history is captured by the system, including cancelled sessions.
5. Users must save all documents to the Robarts server and then move these documents to your lab's home server by the end of the month.
6. At the end of each week the hard drives attached to all equipment will be cleared of data files.
7. The confocal server will be cleared of data files at the end of every quarter.

User Name: _____

Facility Manager Name: _____

Signature

Date

Facility Manager Signature