

Microscope User Agreement

between

the Bioimaging Platform of the PRN “Frontiers in Genetics”, University of Geneva
(hereinafter referred to as **BiP**)

and

“ _____ ”

(hereinafter referred to as **User**).

This agreement defines rules, conditions and obligations for users of the Bioimaging Platforms microscopes namely the Confocal (Leica SP2 AOBs and Zeiss 510 META) and the widefield (Leica AF 6000LX and Zeiss, Axio Imager Z1) light microscopes. Additional conditions apply to Electron microscope users (see point 4) .

1. Services provided by BiP

- 1.1. **BiP** will keep microscopes in best possible working conditions. Down time due to service or reparations will be kept as short as possible. **BiP** retains the right to restrict instrument usage (for example if instruments are needed during a course).
- 1.2. **BiP** provides bench space for **users** to prepare their microscopy experiments.
- 1.3. **BiP** staff will help **users** with designing, evaluating and quantifying experiments to its best knowledge and capabilities.
- 1.4. **BiP** will provide training on each microscope with no extra charge.
- 1.5. **BiP** provides small consumables (CDs, DVDs, slides, coverslips, dishes etc) upon request at purchasing costs.
- 1.6. **BiP** provides hard-disk and /or REV disk space to stock data acquired during microscope sessions. **BiP** tries to its best capabilities to guarantee data safety and regular backup but cannot be made reliable for data loss.
- 1.7. **BiP** provides advice on data analysis and presentation. Two PC workstations with several imaging software packages are available to **users**.

2. Fees

- 2.1. The following fees are for academic **users** in and outside of the NCCR only:
- 2.2. Fees are applied for the use of microscope systems and for the use of the PC workstations as outlined below. For data storage a fee of 4 CHF per gigabyte is applied as soon as the limit of 5 gigabyte per **user** is passed. For electron microscopy fees see point 4.
- 2.3. These user fees can be adjusted upon notification by the **BiP** if necessary.

2.4. Current user fees

- | | |
|--|---|
| 1) Confocal Leica SP2 AOBS and Zeiss 510 Meta: | - 20 CHF per hour (for heavy users individual discounts might be offered at the end of each billing period). |
| 2) Widefield Leica AF6000LX and Zeiss AxioImager.Z1: | - 10 CHF per hour for the first 2 hours of each session; thereafter 5 CHF per hour (for heavy users individual discounts might be offered at the end of each billing period). |
| 3) Bioluminescence workstation | - 80 CHF per day |
| 4) Computer and software use | - 5 CHF per hour |

3. Rules for users of the facility

3.1. Some principle rules:

- In order to make working at the **BiP** as easy, convenient and fair as possible for everybody it is necessary for all **users** to follow some principle rules:
- It is the **users** responsibility to use any instrument with the utmost care possible
- Before the **user** can use any instrument system in the facility alone he/she must have been properly trained by the **BiP** staff. If a **user** has not used an instrument for more than 6 months, he/she needs to talk first to the **BiP** staff in order to determine if retraining is necessary.
- **Users** should follow the start-up and shut-down procedures as indicated by the **BiP** staff and documented near the microscopes.
- **Users** should notify the **BiP** staff if there is anything unusual during their session.
- **Users** are hold responsible to clean up after each session. This includes cleaning objectives, and removing all their materials.
- If instrument setup changes have been made during a session the **user** is obliged to put everything back to normal at the end of his/her session

3.2. Registration and Booking:

- Booking of the microscope before use is obligatory.
- To register and obtain a username and password **users** need to follow the procedure as indicated on the BiP's website: (http://www.frontiers-in-genetics.org/en/platforms/bioimaging/img_reservation.html).
- The minimum reservation time is one hour; the maximum time depends on the instrument.

- **Users** should adhere to their schedule as closely as possible. Annulations of reserved time slots can be only performed until 2 hours before the start of the reservation. After this time window cancellations can be only accepted exceptionally on personal request of the **user** and in accordance with the **BiP** staff
- The systems cannot be reserved for more than 3 weeks in advance.
- If necessary the **BiP** staff can reduce the maximum weekly reservation/scope time per **user**.

4. Special conditions for Electron microscope users

Current fee system for electron microscopy:

Billing will be at the end of each calendar year. **Users** fall into 6 categories depending on annual hours (per group) spent at the electron microscopes:

A) Minimal User	(500 CHF)	1 -5 hours within a year
B) Rare User	(1000 CHF)	5 -15 hours within a year
C) Occasional User	(1500 CHF)	15-30 hours within a year
D) Normal User:	(2000 CHF)	30-50 hours within a year
E) Heavy User:	(2500 CHF)	50-75 hours within a year
F) Major user	(3000 CHF)	75-110 hours within a year

These fees do not include costs for materials like negatives, liquid nitrogen and chemicals. **BiP** tries to have most materials used for standard electron microscopy at stock and is offering it to **users** at purchasing costs.

5. Publications

- The **user** has the right of authorship on any data obtained at the **BiP**'s instruments. Upon publication we ask the **user** to acknowledge the **BiP**.

6. Disclaimer

- Any Material and Instrumentation provided by **BiP** is understood to be experimental in nature and may have hazardous properties.
- All equipment and reagents provided by the **BiP** are employed at the **User's** own risk. The **BiP** cannot be held responsible for the loss of any sample and/or data.

BiP

Signature: _____

Christoph R. Bauer
Head of the Bioimaging Platform

User

Signature: _____

Group leader

Signature: _____

Place and date: Geneva, _____