

POLICIES RTC Microscopy

Individuals desiring to use RTC Microscopy equipment for research are expected to comply with the guidelines described below. Names of users and an account number for each use of an instrument must be on file before the instrumentation is used. First time users should always contact RTC Microscopy staff members for initial consultation. In some cases the RTC Microscopy Staff may advise to contact other facilities specifically equipped to answer the PIs question. To this end, the RTC Microscopy Staff initiates/maintains contacts with other facilities (Wageningen, Twente etc.).

- Access to the RTC microscopy equipment is restricted to registered users who have been properly trained. Sharing of accounts (logins) is explicitly prohibited and will result in termination of access to all facilities for the owner of the account.
- Staff members are available for training and consultation during workdays and working hours (9:00 - 17:00) and can be contacted via +31243096520 for the LM center and +31650190029 for the EM center. Advanced users can have access outside working hours via a keycode available through one of the operators. For help on a particular piece of equipment, consult the staff member listed on the equipment pages to correlate the most relevant staff member to the particular equipment. Training and service (ie operating equipment on behalf of users) by RTC Microscopy staff is subject to RTC Microscopy fees and salary costs.
- Users should use reasonable judgment when reserving time on instruments especially in cases of very heavily used instruments. This means that users should not block out large time periods for multiple days in a row unless they have discussed this with a member of the RTC Microscopy staff. In the case of conflicts between users we will enforce a policy of allowing only three time periods of 4 hours each to be on the calendar for any one user at a single time during office hours. Outside office hours authorized users (authorization can be obtained via RTC Microscopy staff members) may block out and use the equipment for longer periods. In addition, if machines get overcrowded the RTC Microscopy staff has the right to evaluate applications and enforce the use of other machines. However, we would always prefer to resolve any conflicts using less draconian measures.
- Undergraduate students are only allowed to work with RTC Microscopy equipment under the direct supervision of their supervisor. Besides legal issues, the main reason is to safeguard the correct education that they are entitled to. Only in special cases, after negotiation with the RTC Microscopy staff and under specific rules students will be allowed to work on their own.
- Any user failing to show up within 15 minutes of their sign-up time may lose their time slot to another user.
- Cancellation should be done 24 hrs ahead otherwise the RTC Microscopy reserves the right to charge for any time that is reserved on the calendars but is not used.
- RTC Microscopy fees are subject to periodic review. Fees vary between instruments and fee structure is usually based on the annual maintenance costs for the particular equipment. A complete list of current fees is available upon request.
- All equipment is to remain in the rooms and setups they are intended for. Changing lenses, filters etc. is strictly prohibited. If necessary this is only done by staff members.
- Users are responsible for keeping excess oil off of the objectives, for keeping the microscope areas clean and for removing all their belongings after each session. If you happen to be the first or last scope user of the day, make sure that you know the procedure to turn on or shut down the system.
- Special applications requiring rearrangement of microscope setups are possible on a case-by-case basis and as time permits. These applications must be first negotiated with the RTC Microscopy staff.
- Users of RTC Microscopy equipment in biosafety level ML-I rooms need to be registered as a ML-I (or higher) level GMO worker.
- Users performing life cell experiments that involve GMOs (Genetically Modified Organisms) MUST fill in the log books AND check whether their departments GMO license permits working with the specified machine in that room and, whether the relevant RTC Microscopy laboratories in M850 (currently 6.064, 6.065, 6.066, 6.073, 6.076, 6.077, 6.078 and 7.062) and M220 (currently 1.032 and 1.034A) are explicitly mentioned in that license. Also, note that special restrictions are in use for working with ML-II-level GMOs at ML-I level RTC Microscopy laboratories. Please consult staff members before starting such experiments. In the case that the GMOs were derived by viral transduction methods one

should specifically check whether:

- the license of the respective department actually allows any “viral transduction” work
- if so, whether it specifically allows “microscopic applications” for the virally transduced GMOs
- Before being authorized to work at the EM center, users will have to get an introduction to the lab space and general safety, including ML-1 labs by staff member Mariska Kea-te Lindert (email: Mariska.Kea-teLindert@radboudumc.nl) only then their employee card will be activated to enter the EM center.
- For the EM center – users who did not use a specific microscope for a period of more than 3 months will not be able to book that microscope without a training update. For more details ask the EM staff.

Please note that the RTC Microscopy is not responsible for backing up or retrieving any data acquired.

Users are responsible for their own backups and for the security of their own data. Please contact a staff member if you need help in creating backups of your data. In order to keep the imaging equipment performing well, users are not permitted to permanently store image data on the microscope computers and image files will be removed without notice from these systems after two weeks.

EM center users must have a DRE workspace to transfer their data from the workstation

Safety Rules

- Be aware of change in ventilation in M850 between 19.00-7.00h. Ventilation will be at a lower level. If you are working between these hours you should switch on the ‘overwerktimer’ located at next to the copy machine.
- Before starting to work behind the microscope familiarize yourself with the location of the emergency exits and fire extinguishers.
- For questions about safety you can contact Marieke Willemse (Marieke.Willemse@Radboudumc.nl, 024-3614333) for the LM center or Dorien van der Pol (Dorien.vandePol@radboudumc.nl, 024-3619380) for the EM center.

ACKNOWLEDGMENT OF THE CENTER

The RTC Microscopy will be acknowledged directly by authors in publications and presentations that utilize RTC Microscopy facilities. The RTC Microscopy recognizes that the samples and all research materials are the property of the Principal Investigator (PI), who serves as the responsible individual representing the University on funded projects. Just as the samples, ideas, and questions at the heart of the investigation may be the property of the PIs to be used with their authorization, so the ideas for new methods and applications developed by or in collaboration with the RTC Microscopy Staff may be the intellectual property of all researchers involved, to be used with their authorization. In all other cases acknowledgement of the RTC Microscopy suffices and the RTC Microscopy Staff has no responsibility for the data presented.

Acknowledgement of research carried out in part or in full using RTC Microscopy facilities and/or knowledge will thus fall into one of several categories:

- Use of facilities only (PI and associates/ RTC Microscopy -operators carry out the research) requires acknowledgement of facilities in all resulting publications.
- Provision of routine procedures and methods by RTC Microscopy Staff requires acknowledgement of facilities and individuals in the resulting publications.
- Contributions of RTC Microscopy Staff that include development and implementation of original techniques, experimental design, interpretation, or other significant intellectual input require co-authorship and acknowledgement of facilities.

As we use the quantity of publications and grant applications involving the facility to justify our productivity to the various entities that subsidize the facility, we ask that users supply us with an updated list of publications and grant applications using the facility every year. Text descriptions of the facility are also available for researchers wishing to describe the facility in grant applications.