

### Policies for Self-Service Users

#### 1. Instrument Use

- All self-service users are required to be trained on the instruments by ICBR EM staff prior to first use. You may have visitors sit in the room but they are not permitted to operate the instrument. If non-trained individuals are caught using the instrument, you and your visitor might be asked to leave and a warning will be given. After a second warning, your instrument privileges may be revoked indefinitely.
- Not following proper SOP for instrumentation usage, may result in denied access to instrument until self-service users is re-evaluated by ICBR EM staff.
- A minimum of 15 minutes must be reserved on the Hitachi H-7000 TEM and Zeiss LSM 800 confocal microscope. A minimum of 30 minutes must be reserved on the FEI Tecnai T12 Spirit S/TEM, FEI Tecnai T20 TEM, Hitachi SU5000 SEM, and FEI Vitrobot.
- A maximum of 4 hour daily reservation is recommended. This will allow other users access and reduce fatigue. If you require additional time, contact EM staff.
- Instrument use is restricted to normal operating business hours between 9AM – 5PM, Monday through Friday excluding holidays. No afterhours is permitted.
- After instrument use, self-service users are expected to clean up any space they used, properly handle trash produced, and make instruments ready for next user. All remaining samples should be taken back to your lab to dispose of properly. Users frequently leaving instruments or work area in untidy or unusable conditions may be charged for staff time and/or denied access to the use of ICBR instruments.
- If working with BSL-2 samples, work in designated area and ask for a biohazard bag if needed. You must remove the bag and/or your samples when you leave the EM lab. ICBR EM staff will not be responsible for disposing of biohazard waste.
- Self-service users who have not used the instrument for more than six months, will no longer have instrument access until they are re-evaluated by ICBR EM staff.
- If working with the confocal microscope, self-user will be issued a unique pin code to enter room 1012A. Do not share with others, privileges may be revoked indefinitely.
- After hour access is limited and must be approved by EM Manager. If given after hour access, a unique pin code will be issued to enter the EM lab. If shared, after hour access privileges may be revoked indefinitely.
- Self-service users agree to abide by additional specific use policies of the individual core instruments.

2. **Instrument Reservation** – All self-service users must create an instrument reservation on the ILab calendar prior to arrival. Self-service users who do not arrive for their reservation or who exceed their reservation time may be billed for the maximum combined time. Frequent non-arrivals may result in revoked instrument access.

3. **15-minute policy** - A minimum of 1hr beam time will be charged to your account for failure to modify or contact staff within 15-minutes of your reservation start time and also result in the

cancellation of your reservation. The EM Core reserves the right to restrict your access for repeated infractions. If you anticipate being late to your calendar reservation, you must modify the reservation 1hr prior to the start time. The online calendars have a 1hr lockout rule. If your arrival time is within the 1hr, notify the ICBR EM staff immediately via e-mail or phone call (leave a voicemail).

4. **Self-Service Timer** - Instrumentation usage begins before you start the microscope and ends after you have finished using the microscope and data has been transferred via DropBox, Google Drive, or other cloud storage service. This includes alignments, cooling and entry of image acquisition parameters. LOG INTO SELF SERVICE TIMER UPON ARRIVAL AND LOG OUT AS THE LAST THING BEFORE YOU EXIT ROOM.
5. **Use of consumables/equipment/glassware** – Ask EM staff if consumables, equipment, and/or glassware are needed. If certain consumables (e.g., grids) are needed, an additional fee will apply to your invoice.
6. **Data Retention** - ICBR does not maintain storage of self-service users' data. It is the responsibility of the self-service user to verify they have received their data.
7. **External storage drives/USB flash drives** – NOT permitted on any computer. Transfer your files via cloud storage service.
8. **No food or drink in the EM lab.**
9. **Clothing and Footwear** – Full coverage shoes constructed of sturdy material shall be worn in the core laboratories at all times. Open toed shoes or sandals are not allowed in any ICBR laboratory. Overly loose or tightly-fitting clothing should not be worn in the core laboratory space.
10. **Denied access** – Repeated violations of policies will result in a one month suspension.
11. **Allowed access again** – After the end of the suspension, the user needs to pass both a written exam (get 100%) based on the “Policies for Self-Service Users” followed by a re-evaluation of instrumentation use. If the self-service user repeats a violation of the policies after regaining access to the instrument(s), the user will be immediately suspended indefinitely.
12. **Policies may be changed at any time** – If policies are added or altered, current or new self-service users will be notified by EM core staff member.