GENERAL INFORMATION AND GUIDELINES

Micro and Nano Imaging Facility
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<td>Initial Document Generation</td>
<td>01/03/18</td>
<td>AC</td>
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<td>1.1</td>
<td>Added additional safety requirements</td>
<td>01/19/18</td>
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<td>1.2</td>
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<td>05/24/18</td>
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<td>08/16/18</td>
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<td>05/06/19</td>
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Micro and Nano Imaging Facility

1. Introduction
   1.1. The Micro and Nano Imaging Core (MNI) of the Biomedical Engineering Department at BU is a user facility used for teaching as well as research. The facility hosts three Olympus IX81 inverted wide field microscopes, one Olympus FV1000 laser scanning confocal microscope, one Olympus FV3000 laser scanning confocal microscope, and one Olympus VS120 automated slide scanner. This document describes how to gain access to the MNI core, and electronically schedule time on these microscopes.

2. Requirements
   2.1. Users who wish to use the facility must be trained by MNI personnel to safely operate the microscope.
   2.2. All users must provide proof of completion of the BSL 1&2, General Lab Safety, Chemical Safety online safety training.
   2.3. For the Confocal system, users must provide proof of completion of the Laser Safety Training.
   2.4. All users must have a Boston University or Gmail email account.

3. Equipment List
   3.1. The following microscopes are available for general use. For more information about each scope, please email mnibme@bu.edu.
      3.1.1. Microscope #1 (Formerly known as the Pathology or Color Imaging Scope)
      3.1.2. Microscope #2 (Formerly known as the Photo-Bleach or Photo-Activation Scope)
      3.1.3. Microscope #3 (Formerly known as the Ratio Scope)
      3.1.4. Olympus FV1000 Confocal Microscope
      3.1.5. Olympus FV3000 Confocal Microscope
      3.1.6. Olympus VS120 Automated Slide Scanner

4. Registration and Accessing the Imaging Facility and Instruments
   4.1. Access imaging facility will only be granted after registering with the Biomedical Engineering department. To register, please visit the MNI website and log in using your BU Kerberos ID and password. You will be directed to an internal microscope resources page where you will be able to register with the MNI facility using an online form.

   For new users, you will be asked for the following information:
   4.1.1. Contact Information
   4.1.2. BU ID Number
   4.1.3. Billing Contact and Account Information (non BME users only)
   4.1.4. Safety Training Summary (PDF from BioRAFT)
   4.1.5. Principle Investigator Contact Information
For renewals, you will be asked to also provide information regarding your past publications using data acquired from instrument in the MNI facility. Please have a list of publications citations prepared, which shows that you have acknowledged the MNI facility and the grant used to purchase the instrument. We reserve the right not to renew your access based on this information.

4.2. When all the appropriate documentation and training is completed, users may schedule training on the desired instrument. To request training, please email mnibme@bu.edu to schedule a training session.

4.3. Once training is completed, an invitation to the join the online google calendar for the requested instrument will be sent to the user. Invitations will only be sent to users with BU email accounts. Once the user has access to the instrument’s calendar, they may schedule time on the instrument.

4.4. All scheduling activities are automatically documented via an email to the MNI management. DO NOT MAKE RESERVATIONS FOR OTHER USERS. The individual who made the reservation is responsible for the instrument during the reservation.

4.5. When scheduling, please follow the specific format below. Failure to comply will result in the suspension of access privileges.

![Google Calendar Scheduler Form](image)

Figure 1. Screenshot of Google Calendar Scheduler Form.

5. Reporting Damage to Equipment or Abuse

5.1. Prior to starting the scheduled imaging session, perform a pre-usage system checks to ensure the instrument is functioning properly. If the instrument is damaged or inoperable, inform the MNI management immediately by emailing mnibme@bu.com.
5.1.1. If the instrument is damaged due to misuse AND is not reported, MNI management we investigate the matter. Anyone found accountable for the damage will be charge a 200% surcharge for any repair and loss of use costs incurred to the instrument.

5.2. Please report any unscheduled instrument usage to MNI management. We rely on the honor system when we grant access to the instruments. If this trust is being violated, please let us know.

5.3. All users must ensure the area surrounding the instrument is clean after use. Reset the objective position and ensure all equipment is turned off. Please report any issues prior to using the instrument to MNI management.

6. Revoked Access

6.1. Users may have their access rights suspended by MNI management for the following reasons

   6.1.1. Any user found operating an instrument which they have not received training
   6.1.2. Any user found operating an instrument in an unsafe manner
   6.1.3. Any user found not cleaning and tidying up the instrument and surrounding area after use
   6.1.4. Any user found maliciously tampering or modifying the equipment schedule
   6.1.5. An overdue balance

6.2. If a users’ access privilege has been revoke, the principle investigator affiliated with the user may appeal this decision by sending an email to Matt Barber at meb@bu.edu.

7. Notes and Disclaimer

7.1. Once an imaging session has started, the instrument user is responsible for the instrument.

7.2. MNI management has the right to amend and modify the facility access agreement at any time.

7.3. As a courtesy to other facility users, please cancel any imaging session at least 24 hours prior to the start of the reservation. Excessive cancellations is considered misuse will be handled on a case-by-case basis.

8. Contact Information

8.1. For account and user registration, please contact William Reich at willr@bu.edu.

8.2. To file for an appeal, please contact Matt Barber at meb@bu.edu.

8.3. For all other inquiries, please contact Anderson Chen at mnibme@bu.edu.