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# **GENERAL INFORMATION AND GUIDELINES**

## **BME Core Facilities**



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## BME Core Facilities

### 1. Introduction

1.1. The Biointerface Technologies (BIT) and Micro and Nano Imaging (MNI) core facilities of the Biomedical Engineering Department at BU are cost sharing instrumentation facilities used for teaching as well as research. The core space include rooms B06, B07, B08, 507, 623 and 708 at 44 Cummington Mall. This document describes how to gain access to the core spaces, electronically schedule time on the instruments and work safely in the facilities.

### 2. Requirements

- 2.1. All users must have a Boston University or Gmail email account.
- 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 system which uses laser excitation, users must provide proof of completion of the Laser Safety Training.
- 2.4. All users must register as a core user through the online user registration form ([see below](#)).
- 2.5. Users who wish to use the facility must be trained by BIT or MNI personnel to safely operate the instruments.
- 2.6. These requirements must be satisfied prior to requesting training and access to core facility and instrument.

### 3. COVID Related policies

- 3.1. Users are required to wear face masks at all times. Users may choose to wear gloves, but gloves must be sanitized using a 70% ethanol solution prior to touching/operating the instrument.
- 3.2. Users must reserve an instrument before use. Each reservation must be 30 minutes or longer and must have a 30 minute idle time between reservations.
- 3.3. Surfaces such as keyboard, mouse, knobs and buttons must be sprayed and wiped down BY THE USER with a 70% ethanol solution BEFORE AND AFTER use.
- 3.4. All users must practice social distancing protocols. The responsibility is on the users to separate themselves 6 feet or use a physical barrier such as the laser curtains in the MNI facility to isolate themselves from other users.
- 3.5. If there is a designated travel path through the facility, users must follow this path to enter and exit the facility.
- 3.6. Before exiting the facility, users must take off their gloves and use the sink next to the exit to wash their hands with soap for 20 seconds.

### 4. Registration and Accessing the Facility and Instruments

- 4.1. Access to core facilities will only be granted after registering with the Biomedical



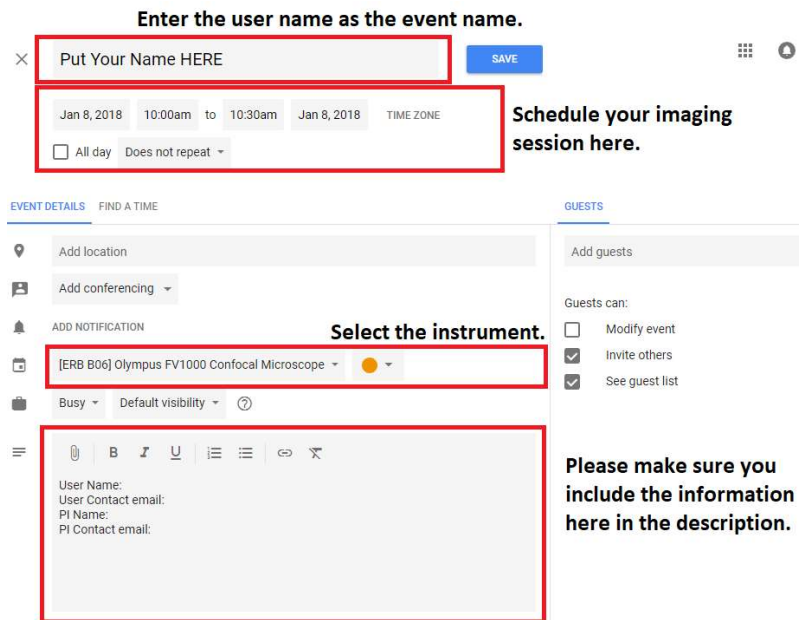
Engineering Department. To register, please use the online form [here](#) and log in using your BU Kerberos ID and password.

**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 instruments in the core facilities. Please have a list of publications citations prepared, which shows that you have acknowledged the BIT and 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 is completed, users may schedule training on the desired instrument. To request training, please email [xing@bu.edu](mailto:xing@bu.edu) for BIT instruments and [mnibme@bu.edu](mailto:mnibme@bu.edu) for MNI instrument.
- 4.3. Once training is completed, an invitation to the google calendar for the requested instrument will be sent to the user. Invitations will only be sent to users with BU email accounts or Gmail 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 BIT and 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 revoked facility access and account suspension.



The screenshot shows the Google Calendar Scheduler Form interface. At the top, it says "Enter the user name as the event name." Below this is a text input field containing "Put Your Name HERE" and a "SAVE" button. The next section is for scheduling, with fields for date and time: "Jan 8, 2018 10:00am to 10:30am Jan 8, 2018 TIME ZONE". There are also checkboxes for "All day" and "Does not repeat". To the right of this section is the text "Schedule your imaging session here." Below the scheduling section are tabs for "EVENT DETAILS" and "FIND A TIME". The "EVENT DETAILS" tab is active, showing fields for "Add location", "Add conferencing", "ADD NOTIFICATION", and "Select the instrument." The instrument selection dropdown is set to "[ERB B06] Olympus FV1000 Confocal Microscope". Below this are fields for "Busy", "Default visibility", and a help icon. At the bottom of the "EVENT DETAILS" section is a rich text editor with a toolbar and a text area containing the following fields: "User Name:", "User Contact email:", "PI Name:", and "PI Contact email:". To the right of the form is a "GUESTS" section with "Add guests" and "Guests can:" options, including "Modify event", "Invite others", and "See guest list". At the bottom right of the form is the text "Please make sure you include the information here in the description."

Figure 1. Screenshot of Google Calendar Scheduler Form.

## 5. Reporting Damage to Equipment or Abuse

- 5.1. Prior to starting the scheduled instrument session, perform a pre-usage system checks to ensure the instrument is functioning properly. If the instrument is damaged or inoperable, inform the management immediately.
  - 5.1.1. If the instrument is damaged due to misuse **AND** is not reported, we will 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. 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 and ensure instrument is turned off properly. Please report any issues prior to using the instrument.

## 6. Revoked Access

- 6.1. Users may have their access rights suspended 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 giving access to unregistered users
  - 6.1.5. Any user found maliciously tampering or modifying the equipment schedule
  - 6.1.6. An overdue balance
- 6.2. If a users' access privilege has been revoked, the principle investigator affiliated with the user may appeal this decision by sending an email to Matt Barber at [meb@bu.edu](mailto:meb@bu.edu).



## **7. Notes and Disclaimer**

- 7.1. Once an instrument session has started, the instrument user is responsible for the instrument.
- 7.2. As a courtesy to other facility users, please cancel any reserved session at least 24 hours prior to the start of the reservation. Excessive cancellations is considered misuse and will be handled on a case-by-case basis.
- 7.3. Management has the right to amend and modify the facility access agreement at any time.