

Boston University Department of Biomedical Engineering

44 Cummington Mall
Boston, Massachusetts 02215

www.bu.edu/bme



GENERAL INFORMATION AND GUIDELINES

BME Core Facilities



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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 includes rooms B06, B07, B08, 517, 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 General Lab Safety, Chemical Safety, BSL 1&2 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 fill out the new user registration Form.
- 2.5. Users who wish to use the facility must be trained by BIT or MNI personnel to safely operate the instruments.

3. Use of Hazardous Materials

- 3.1. All work involves rDNA, bacteria, animal cells and tissues (including human cells and tissues) and biological toxins must have an up-to-date IBC protocol on file.
- 3.2. All hazardous materials must be transported to and from the core facility in a spill proof, shatter proof secondary container. **Pls must include the relevant BME core facility room number(s) in the RESEARCH LABORATORY FACILITY INFORMATION on the IBS protocol.**
- 3.3. When handling hazardous materials in the core facility, users must follow their individual lab safety protocols, wear lab coats, goggles and gloves.
- 3.4. Instruments used to analyze biological samples (BSL1 and BSL2) must be surface decontaminated with 70% ethanol, all liquid waste must be treated with 10% bleach final concentration for 30 minutes before flushing down the drain, all contaminated solid waste must be disposed of in the biohazard waste container, all pathological waste must be transported back to the originating lab for appropriate disposal.

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.

- 4.2. BECF registration requires annual renewal for which you will be asked additional information such as publications in the past year and so forth. 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.
- 4.3. When all the appropriate documentation is completed, users may schedule training on the desired instrument. To request training, please email xinq@bu.edu for BIT instrument and zyagoob@bu.edu for MNI instrument.
- 4.4. DO NOT MAKE RESERVATIONS FOR OTHER USERS. The individual who made the reservation is responsible for the instrument during the reservation.

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.
- 5.2. 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

Users may have their access rights suspended for the following reasons:

- User found operating an instrument which they have not received training
- User found giving access to unregistered users
- Any user found maliciously tampering or modifying the equipment schedule

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 as early as possible.
- 7.3. Any Lab may not exceed more than 10 hours / week usage on a given instrument.
- 7.4. Management has the right to amend and modify the facility access agreement at any time.