**Waksman Institute Shared Imaging Facility Rules**

Updated Nov. 2022

**Access and Scheduling Rules**

* **ALL microscopy use must be documented by the online scheduler.**
* Only people who have been trained and approved by the Facility Manager are authorized to use Waksman microscopes.
* Current users are not allowed to train fellow lab members or give them access to the Facility’s equipment without the Manager’s approval. In this case, the Manager still performs the assessment in the 3rd session for final user approval.
* Users are required to sign-up through the **on-line Scheduler Software** [*https://scheduler.waksman.rutgers.edu*](https://scheduler.waksman.rutgers.edu/)
* Include your lab name, total time and which objectives you used. (Can be edited after imaging.)
* Total Time should be entered in 15 minute increments without words.
	+ 1 hour 15 min. = 1.25
	+ 2 hours 30 min. = 2.5
	+ Round up: 1 hour 53 min. = 2
* Reserve only as much time as you think you will need.
* Follow the rules below regarding Peak Time Slots.
* Make sure tochange the online schedule to reflect both cancellations and delays in your registered time slot. If you're unable to cancel, notify the Manger, and they will cancel for you.
* **If you are signed up after someone else (not the first user of the day), you must contact the person before you during their time slot to confirm that you will be using your entire time slot if you want them to leave the microscope on for you.** If you fail to contact the previous user, the previous user may continue to use the microscope past their time AND they must do a complete shut down in order to prevent it being left on for hours or longer when it is not in use.
* Newly trained users who do not use the microscope they were trained on within 3 weeks of final training session will have their “approved” status revoked and will be required to schedule a refresher training session with the manager.
* Billing is based on the reservation length as recorded by the Facility Scheduler.
* The schedule may be adjusted at the discretion of the Facility manager in order to meet the needs of all users and labs.
* These rules may be adjusted as we receive feedback from users.
* Please contact Nanci Kane at nkane@waksman.rutgers.edu with questions.

**Peak Time Slots and Limits to Peak Time Reservations**

**Peak Hours** Consist of 10 Four Hour Time Slots on Monday- Friday:

* + Mornings 9am- 1pm
	+ Afternoons 1pm- 5pm

**Rules for the “Peak” time slots**

* Advanced Reservations during Peak Hours must be made within either the morning 9am- 1pm or the afternoon 1pm- 5pm time slots.
* You may extend your reservation into off-peak time.
* YOU MAY NOT MAKE A RESERVATION THAT SPANS MORNING AND AFTERNOON TIME SLOTS.
* **Examples**

Allowed:

* + Weekdays 9am- 1pm, 7am- 10am, 10am- 12pm
	+ Weekends (Off-Peak) 10am- 3pm.

NOT Allowed:

* + Tuesday 10am- 3pm, 12- 2pm

**Limits to Peak Time Reservations**

* More than one week in advance: Individual users may advance reserve one peak time slot per week per microscope. (You are allowed one peak time on the Stellaris8 and one on the SP8 in advance.)
* If you need more time, reserve off-peak time.
* 7 Days before: Each user may sign up for another peak slot.
* Same day: If available, sign up for as much time as you need.

**Cancellation Policy**

**Minimum charge:** If you cancel your reservation with less than 24 hours notice, there will be a 1 hour minimum charge.

**General Rules**

* No hazardous materials are permitted in the Waksman microscope rooms.
* No eating or drinking in any microscope room.
* Report any damage, mess or other problems on the microscope or in the room to the manager as soon as you are aware of it and record it in the log notebook.
* Spills and damage due to user may result in additional fees and loss of microscope access.
* Follow posted startup/ shutdown instructions for each microscope.
* Clean objectives and workspace after each session.
* Follow sign-up rules.
* Turn cellular signal off on your mobile phone while in SP8 microscope room.
* Provide billing information before use and prompt payment once billed.
* Failure to follow Facility Rules may result in loss of privileges.

**Data Management**

* Users are responsible for backing up their own data and may not leave it on the acquisition computers.
* If you must save to the acquisition computer temporarily, **use the E drive.**
* Users must upload data to a server or cloud storage.
* DO NOT USE PORTABLE DRIVES! Portable USB drives/ flash drives/ thumb drives are NOT ALLOWED on acquisition computers unless specifically approved by the Manager.
* Because our acquisition computers have a limited amount of space, the **Facility Manager will remove data older than 3 months without warning.**

**User Training Procedure**

1. Determine which microscope is best for your samples; consult with Facility Manager if unsure.
2. Fill out Online Training Request Form (will be on new website, or email Nanci Kane)
3. Watch training videos provided by manager.
4. Download free version of microscope software (Leica LASX Lite, Zen Lite or Imaris Viewer) and familiarize yourself with the software using a sample image provided by the Manager
5. Three training sessions with Facility Manager:
* 1st session with Facility practice slide
* 2nd session with trainee’s sample
* 3rd session Manager assessment to work independently
* Additional training sessions if needed
1. Independent Use: After approval from the Manager, you may work independently. Time limitations and sign-up rules apply.
2. Room/card access: If you have a Rutgers ID, you will be given card swipe access to Waksman Institute and the Microscope room(s). If you are from outside of Rutgers, you must coordinate with the manager for access.

**Acknowledgements/ Citations**

## **When to Acknowledge or Provide Co-Authorship**

All work performed on any of the Waksman Institute Shared Imaging Facility microscopes should be acknowledged in scholarly reports, presentations, posters, papers, and all other publications.

* Include an acknowledgement any time the Waksman Institute Shared Imaging Facility provides services that support your research.
* If the Facility Manager has made a significant intellectual contribution beyond routine sample analysis, please acknowledge them by name or consider co-authorship.

## **Format for Acknowledgment**

Please acknowledge us as “Waksman Institute Shared Imaging Facility, Rutgers, The State University of New Jersey.”

**Methods Section**

Before submission make sure that your description of any Waksman microscopes included in the Methods section of the paper is accurate.

## **Notify Facility Manager of Acknowledgement**

Please notify the Imaging Facility when your scholarly report, presentation, poster or paper containing a Facility acknowledgement is published so that we can accurately quantify the impact of our Facility.

**Images and Publication Links**

If you wish, you may provide images for the Waksman Institute Shared Imaging Facility website Image Gallery or links to your publications for the Facility website.

**For Training and Assistance Contact**

Nanci Kane, Manager nkane@waksman.Rutgers.edu

or contact the technical support posted on the microscope.

Emergencies (such as flooding): Off hours, contact non-emergency Rutgers police at 732-932-7211