

AOMF/WCIF User Policies

Effective April 1, 2023

Bookings

- Only users who have been trained by AOMF staff may operate the instruments – contact AOMF staff for training. A user may require additional training sessions until sufficient working knowledge has been demonstrated.
- To avoid being double billed, the same user who books the microscope should log onto the computer.
- The minimum booking period is 30min.
- There is no charge for canceling sessions more than 24h in advance. If you cancel a session with less than 24h notice, you will be charged for any portion of that session that is not used by another user.
- **Prime Time** is defined as 9am-5pm on weekdays. In fairness to others, each user may book no more than 8 hours per week of Prime Time on an instrument.
- **After-Hours Discount:** Bookings outside of Prime Time receive a 15% discount.
- **Extended Experiment Discount (experienced users only, with permission):** For experiments that require extended un-interrupted periods (eg: batch analysis or live cell timelapse), the portion of the booking after the initial 8 hours receives a 75% discount. The booking must extend until such time as the user can return to the instrument, save the data, and sign out of the computer.
- **Unbooked usage:** All usage must be booked in advance in the PPMS booking calendar. Users are charged according to the booked time plus any extra time used as logged by PPMS or observed by AOMF Staff. Unused portions of your booking will not be reimbursed.

Personal Health Information (PHI)

- Users are forbidden from creating, storing, or copying PHI (i.e., clinical patient data) on AOMF computers. If you are working with clinical samples and are not sure whether PHI is being generated, please contact AOMF staff to discuss prior to imaging.

Data Management

- Users are responsible for their own data. End your session by copying your data to your (un-encrypted) USB key or external hard drive or upload it to your cloud storage server (e.g., OneDrive).
- Data may be temporarily stored on the local instrument hard drives, but at your own risk! AOMF staff may delete data from time-to-time without notice to free up space.

Instrument Care

- Talk to us! If you are unsure or forget how to use the instrument or software, please ask for assistance: damage to the instrument (especially objectives) can easily occur. Please report any problems to us promptly.
- Do not apply oil or water to an objective unless you are sure it is the appropriate lens.
- Excessive use of oil will damage the lens and/or microscope. Do not add more oil for each slide unless you clean the first drop off.
- Gently clean oil immersion objectives with lens cleaning solution and lens tissues (not Kim Wipes). Follow up with a dry lens tissue so as not to leave cleaning solution residue. Do not press hard on the lens as this can damage it.
- Water immersion objectives can be cleaned by gently soaking up the water with a lens tissue.
- Only turn on the lamps or lasers that you need.

- Do not use any unsealed sample holder containing solvents, volatile liquids, or other corrosive liquids or materials that may damage the microscope (e.g., some tissue clearing solutions). If you are unsure about an experimental material, please check with AOMF staff.
- Please allow 15min for both warm-up and cool-down time for all lamps and lasers, as this will increase their lifespan.
- After your session, check if the next user is waiting to use the microscope and will need the lamps and lasers.

AOMF Laboratory Safety

The microscopy labs at all AOMF sites are designated as *Biohazard Level 2* laboratories. All appropriate precautions must be taken.

- First-time users will be given a safety orientation when they arrive for their first instrument training session. The safety orientation will include the location, in each lab, of the detailed emergency procedures, the location of handwashing sinks, eyewash stations, emergency exits, fire pull stations and extinguishers, hazardous spill kits, biological safety cabinets and fume hoods.
- Dress appropriately for laboratory work. No open-toed or open-heeled shoes. Long hair should be tied back, and dangling jewelry or loose clothing must be secured to avoid contact with specimens, and equipment. Do not insert or remove contact lenses or apply make-up. Do not eat, drink, chew gum, smoke or bring anything consumable into the laboratory.
- Lab coats and gloves (provided) are to be worn at all microscopes for the duration of your session in all AOMF laboratory areas. Do not wear them in image quantitation and office areas, elevators, hallways, or bathrooms.
- Due to the low light conditions necessary for microscopy, the labs tend to be dark. The user should take extra care when moving around in the lab and make use of the desk lamps available at each workstation.
- Customers must report any injuries, spills, and hazardous occurrences to AOMF staff.
- If the fire alarm sounds while performing an experiment, wait for an announcement that the emergency has been resolved or has been elevated. If elevated to evacuation status, leave immediately through one of the emergency exits. Elevators will not function during emergency alarms.
- Any experimental solution, substance, chemical or biological agent brought into the AOMF must be permitted under UHN fire, chemical and biohazard safety policies. Users must be aware of relevant hazard, handling, spill management, disposal, and transportation practices and regulations. If you are not sure about something you wish to use for an experiment, please consult with AOMF staff. All material must be labeled with the following: the name of the substance, any safety precautions, reference to the appropriate Safety Data Sheet (SDS), if available, and the user's name.
- The user must be familiar with and adhere to the UHN biosafety policies and procedures, The UHN Research Biosafety Handbook and the Chemical Safety Manual. This information can be accessed from the UHN intranet (using any of our AOMF computers): http://intranet.uhnres.utoronto.ca/support_services/researchsafety/. You must contact AOMF staff if you plan to use toxins or pathogens regulated under UHN's Biosafety program.

Publication Guidelines for Users of AOMF

- Users must acknowledge the AOMF in scientific contributions (papers, presentations, posters) when presenting work that has been carried out in the AOMF. *Example: Confocal microscopy was performed in the Advanced Optical Microscopy Facility, University Health Network.*
- Users should acknowledge AOMF staff members personally when they contribute beyond basic training and access, such as when they help with planning or optimizing more complex imaging experiments. *Example: Two-Photon microscopy was performed in the Advanced Optical Microscopy Facility, University Health Network. The authors thank James Jonkman for his help optimizing the image acquisition and advice on image analysis.*
- AOMF staff members must be considered for co-authorship if they made substantial contributions to the project design, acquisition, analysis and/or interpretation of results. Users should inform their PI (Principal Investigator) when an AOMF staff member is providing an important level of support that may lead to co-authorship.
- Charging for services does not preclude acknowledgements or authorships on manuscripts.