

## Rules for using the DZNE Light Microscope Facility (LMF) – DZNE Internal users

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The following rules extend or modify the “**Zentrale Forschungseinrichtungen und Dienstleistungen des DZNE - Allg. Nutzungsordnung**” (CRFS AllgN, General Term of Use) according to §15 therein for the **Light Microscope Facility (LMF)**.

If no specific rules are implemented herein the CRFS AllgN remains effective.

### **Contact:**

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### **Booking rules**

- Systems can not be used without booking them in advance.
- The system usage fee is based on the booking and calculated as well as billed according to CRFS AllgN §11. The system fees are published in the booking software and on the LMF homepage.
- The online booking system is found under: <http://lmf.dzne.de>
- Deleting a booking is possible up to 24h in advance. Within 24h the SIFFY (slot is free for you) procedure assists to find another user who wants to take over your session. If no one is found you keep the session (responsibility to shut off and charging).

### **Responsibility of users**

- **GenTech:** Genetically manipulated organisms can be used according to “S” classification of the LMF laboratory (at present S1). Safety regulations are essentially the same as in the DZNE laboratory the organisms were exported from. The user is responsible to inform the project leader of the exporting laboratory and this project leader has to make sure that DZNE regulations for genetically modified organisms will be respected by the LMF user.
- **“Arbeitsschutz”:** DZNE “Betriebsanweisungen” for each harmful or toxic material imported into the LMF have to be respected. If the regulations of the “Betriebsanweisung” are not applicable in the LMF, users have to contact the LMF before importing such material.
- **Hardware:** Systems should only be used as instructed. Do not remove or exchange objectives or other components!
- Removal of any LMF material from any microscope room is strictly forbidden.
- At the end of each session, check booking database:
  - a) last users have to switch of the system according to procedures. Switching on and of procedures are provided next to each system. Be aware that each system may have its own procedures!
  - b) if you are not the last user, close the software and log off the computer but leave the hardware switched on.
- Last user is anyone with no other user following in the next 2 hours.
- Consequences for failing to switch off a system: user will be charged for the extended booking time up to the time a LMF staff discovered the left-on system (usually not before the next morning! PLUS 15 to 30 minutes assistant time to properly switch off the system.

- All users have to: save data, remove samples, clean objective, close software, and leave system suitable for the next user. Everything not belonging to the LMF has to be removed!

### **System introductions**

Systems can only be used after a user has been instructed on the system by LMF personnel:

- Explanation of hardware: how to switch on/off
- Explanation of software: how to properly acquire an image, z-stacks, time series etc. It might sometimes not be possible to cover all of that in the 1st intro.
- Data storage rules follow CRFS AllgN §9. The data has to be saved on network drives (file servers)!
- Data safety follows CRFS AllgN §9: LMF holds no responsibility for data!
- Safety regulations:
  - laser safety:
    - respect general laser safety regulations
    - do not change any hardware it may be important for laser safety!
    - do not look into the laser beam.
    - emergency shut-offs are next to each exit
    - do not enter LMF, if laser sign at entrance doors are shining
  - GenTech safety:- respect general S1/S2 safety regulations
    - correct use of waste bins
    - use gloves ONLY to place and remove your samples under the microscopes
    - wear provided lab coats
- After the introduction the personalized user login will be activated by the LMF.

**In case of a violation of these rules as well as of the General Terms of Use (CRFS AllgN) the facility manager may prohibit any further use of the LMF.**

I accept the rules: \_\_\_\_\_  
(date & signature)

\_\_\_\_\_  
(Name)