

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

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.

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Booking rules

- Systems cannot 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://marie.dzne.de>. If external users have no access to the booking system, they should come to the LMF office for booking. If external users book by e-mail or phone, the LMF holds no responsibility for correct booking.
- Deleting a booking is possible up to 12h in advance.
- The LMF may decide that external users can only use the system with an operator for the system from the LMF.

Responsibility of users

- GenTech: External users have to contact the DZNE BBS (Dr. Matthias Kurz, Matthias.Kurz@dzne.de) before importing new genetically modified organisms. Only organisms according to the S1 classification can be used. A copy of the “Projektantrag for S1” has to be delivered to the LMF before S1 material can be imported into the LMF laboratories.
 - “Arbeitsschutz”: External users have to inform the LMF before importing potentially harmful or toxic material into laboratories of the LMF.
 - 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.
 - Everything not belonging to the LMF has to be removed after your session!
- If external users use the systems without LMF operators they have to check the booking database at the end of each session:
- 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!

Data storage rules

Data storage rules follow CRFS AllgN §9 with following exceptions:

- Data has to be saved on the transfer drive of the LMF from which the operator will copy the data to a storage device of the external user (preferably an external hard disk). The external user has to provide such a storage device within two weeks. After two weeks the data will be deleted automatically.

System introductions

Systems can only be used without LMF operators 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

External users have to respect all safety regulations. In particular the external users have been instructed on laser safety and GenTech safety issues. The safety instructions covered:

- 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

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)