Microscope Imaging Facility Policies

New Users / Training

• All new users should contact Karen Martin or Mandy Ammer for training on the microscopes. Please make this appointment in advance, as our schedules and the microscope schedules fill up quickly.

• Each new user will need to fill out an information sheet detailing contact and billing information, center affiliations and funding sources.

• The Erma Byrd BMRC building is locked from 6:00 pm to 8:00 am. You will need to provide your employee/student ID number and the number in parentheses after your name in order to get clearance to the building after hours.

• You should bring your own samples to your training session. It is recommended that you contact us in advance for advice on planning your experiments (ie, the best microscope for your application, the appropriate fluorophores, etc.)

• All users must be trained by the MIF staff. You are welcome to invite your colleagues to join you in the facility so you can discuss what you are seeing and analyzing. However, no one is allowed to work the microscope without prior training from the MIF staff.

• If you have any questions, please ask. We don’t want you to waste your time struggling with the equipment when you could be collecting beautiful images.

Scheduling

• We are now using CORES software to schedule appointments on the facility microscopes. Reservations can be made up to a week in advance.

  https://cores-wvu.mis.vanderbilt.edu

• You can reserve up to 3 hours per day on most microscopes. You can reserve longer time periods on the inverted microscopes if you are shooting movies.
• You may continue working longer than your scheduled time if nobody else is scheduled after you.

• If you have live cell experiments planned that will require longer blocks of time, please contact the facility staff in advance for approval. When possible, these longer experiments should be performed overnight or on the weekends.

• If you are unable to attend your scheduled time, please cancel your appointment at least 24 hours in advance so others will have the opportunity to use that time.

• Plan to be in the facility ready to work at your scheduled time. If you are more than **15 minutes late**, the reservation will be canceled and the microscope will become available to other users.

• Please be realistic about the time that you reserve. If you schedule 3 hours, you are expected to be here working for that amount of time, barring some experimental failure. Users who repeatedly sign up for long periods of time that are not used will be charged for the entire reserved time.

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**Logging In to the Computer**

• Use your WVU ID and password to log into all of the computers.

• The following prefixes must be used depending on which campus/email address you are associated with:
  - HSC email account: HS/ username
  - Mix email account: WVU-AD/ username
  - WVU Healthcare: WVUH/ username

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**Billing**

• The MIF charges by the hour for use of the microscopes. **Please sign in and out** on the clipboards when you work in the facility.
<table>
<thead>
<tr>
<th>Microscope</th>
<th>Price per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistance/Training</td>
<td>$30.00</td>
</tr>
<tr>
<td>MIF Olympus VS120 Slide Scanner</td>
<td>$10.00</td>
</tr>
<tr>
<td>MIF Zeiss Violet Confocal</td>
<td>$30.00</td>
</tr>
<tr>
<td>MIF Nikon Sweptfield</td>
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<tr>
<td>MIF Zeiss LSM510</td>
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<td>MIF Zeiss PALM</td>
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<td>MIF NLOM 2-Photon</td>
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<tr>
<td>MIF Zeiss Fluorescent</td>
<td>$15.00</td>
</tr>
<tr>
<td>MIF Olympus MVX10</td>
<td>$0.00</td>
</tr>
<tr>
<td>MIF Zeiss 710 Confocal (≤ 4 hrs)</td>
<td>$25.00</td>
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<tr>
<td>MIF Zeiss 710 Confocal (&gt; 4 hrs)</td>
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</tr>
<tr>
<td>Workstations</td>
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</tr>
</tbody>
</table>

**Biosafety**

- Our microscopes are in a BSL-2 facility in order to accommodate the different types of experiments that our users will be doing.

- If you have any questions or concerns about potentially hazardous experiments, please contact us before you bring these samples into the facility.

- If your samples are potentially hazardous (such as live pathogens, virus infections, primary human cultures, etc), **you are responsible for providing the MIF with your Biosafety Protocol** and following all safety procedures necessary to contain your
samples. Do not touch the keyboard or microscope with gloves that may be contaminated. Please clean your work space when you are done. (We will provide autoclave bags and bleach.) We do not want other users to be inadvertently exposed to biohazards because of sloppy experiments.

- There will be no food or drinks allowed in the facility. Users are encouraged to wear lab coats and to wash their hands after working in the facility.
- There will be no radioactivity allowed in the facility.

Data

- We do not have enough space on our computers to store everybody’s data. Our hard drive space is needed for the software to run properly.
- Each user is responsible for removing his/her data at the end of each session. Users are encouraged to transfer their data to the network drive at the end of each imaging session.
- **Do not surf the web or download files on the facility computers.** We cannot risk getting a virus in our facility.
- We will not be responsible for any data that is lost from the facility computers.
- Files that are left on the computers for more than 2 weeks may be deleted without further notification.

Acknowledgement

Our funding depends on your citing the WVU Microscope Imaging Facility in your publications. This will allow us to document that the MIF is playing a significant role in the continued success of our faculty. A typical acknowledgement should read as follows: “**Imaging experiments and image analysis were performed in the West Virginia University Microscope Imaging Facility, which has been supported by the Mary Babb Randolph Cancer Center and NIH grants P20 RR016440, P30 RR032138/GM103488 and P20 RR016477.**”

Please let us know when you publish, and if possible, give us a copy of your manuscript.

In instances where a MIF staff member has made a significant contribution to your publication, above and beyond routine training and advice, co-authorship should be considered.