
University of Kentucky **Light Microscopy Facility User Agreement**

This agreement outlines the expectations of access and use of the University of Kentucky Light Microscopy Facility. Users agree to the following rules and guidelines:

a. Safety and Instrument operation

1. All safety requirements for the facility must be followed.
2. All users must receive training and be approved for use on each piece of equipment. Users are only allowed to use the equipment for which they have received training. The training sessions are typically between 1.5 to 3 hours based on the user's experience and desired experiments.
3. Standard operating procedures for individual instruments must be followed to avoid damage to the instrument. A hard copy of the operation guide is available for each instrument. The electronic version is also available on our website. (Confocal A1R and Zeiss Axio Scan also have videos available on our website).
4. Users are required to report any damage to the equipment or room as soon as it is observed.

b. Policies

1. Policies may change occasionally. The updates will be posted on our website. Please confirm with our staff if in doubt.
2. Instrument usage rates and all service rates are posted on our website. Fees are subject to change annually. Please visit the Core website for updates.
3. All bookings must be completed using our online scheduler (PPMS). Users are only allowed to use equipment if it is scheduled on the calendar.
4. Instrument time is billed typically based on the scheduled time. In the event a session runs longer, the actual recorded time is used for billing.
5. Cancellation or rescheduling of a booked imaging session must be done 24 hours in advance of the scheduled time. Otherwise, the late canceling fee will be charged.
6. Users that have not booked equipment for more than 6 months will be moved to an inactive status. Inactive users must undergo a refresher training course before they can use the instruments again.

c. User responsibility

1. Users are responsible for the storage of their own data. The facility does not back up user data. We recommend that the user immediately transfers data to their own storage device. The facility is not responsible for lost or deleted files.
2. Users must update their registration information in PPMS, if there are changes.
3. Users are responsible for cleaning up any mess they make before leaving the Core, including used cover slips, centrifuge tubes, animal discards, and so on.
4. The refrigerator will be cleaned every month. The stored samples will be thrown away if not indicated to our staff earlier.
5. If you are carrying live rodents to the Core, please add our facility location (HKRB #080-088 suite) in your IACUC protocol.
6. If you are using any human tissue in your research, please inform the Core about the IBC number under which you are carrying out your research.

d. Acknowledgements

1. When facility resources have been used to generate data that are described in a talk or publication, including posters, the Light Microscopy core must be acknowledged. Users are expected to inform the facility when an acknowledgment is made. This is essential to our annual reporting.
2. We encourage a copy of the publication resulting from work in the Core to be sent to us. Upon acknowledgment and electronic copy of a publication, you will receive a voucher for free time on our instruments.

Name	Signature	Department	Date
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Once finished training, please register your badge with Xu Fu (XuFu@uky.edu) and provide your UK ID Number (as listed on your Wildcard Employee ID). Access without registration is not permitted.