

## UKY Light Microscopy Facility New User Procedures

**All users must complete steps 1 through 3 below before receiving training on Core instruments.**

### 1. PPMS Account

- Set up a PPMS account here: <https://www.research.uky.edu/light-microscopy-core/equipment-reservation-system>
  
- You must have PPMS account to:
  - Access the instrument calendars to reserve time
  - Use the instruments
  
- Please make sure that your PPMS account has a valid financial account for billing. Please feel free to email us for any questions about billing.

### 2. Read the User agreement and billing policy (required for working in the LMC)

Please complete and sign the user agreement in PPMS.  
Please be aware of our billing policy shown in PPMS.

### 3. Training Request Form

- Complete the training request form and email to [XuFu@uky.edu](mailto:XuFu@uky.edu).

\*\*\*\*\*Steps 1 through 3 must be completed before training\*\*\*\*\*

### 4. Training

- First training: basic optics/theory session (Optional, only for beginners; Core staff will email you for availability)
- Second training: hands-on training on the instrument (Core staff will email you for availability)
- Advanced training: please set up a meeting with our core staff for advanced application or specific experiment set up. (Core staff will email you for availability)

### 5. Badge access to the Core Facilities AFTER Hands-on Training is Complete

- Email Dr. Xu Fu with your full name, badge ID number, graduation date (for undergraduate and graduate students) **AFTER** your hands-on training is completed. Her contact information is [XuFu@uky.edu](mailto:XuFu@uky.edu), (859) 323-5250.

### 6. Instrument access AFTER Hands-on Training is Complete

- After hands-on training, users will be limited to instrument access during daytime hours (8:00am to 5:00pm)
- After 20 hours of usage, users will have full autonomous access to the instrument (including after-hours and weekend access)

### 7. Other

- Please add our location (HKRB 080-088 suite) to your IACUC protocol if live animal experiments are performed in our core.
- If you have not used an instrument for several months, it would be helpful to contact a staff member about retraining before you start using the instrument again.
- It is much easier to maintain the instruments when the Light Microscopy Core staff is aware of how the instruments are performing at all times.
- Please feel free to ask questions and let us know if the instrument is not performing as you expect or if there is something wrong in the lab.

**PLEASE NOTE:** If the behavior of a single user is unnecessarily endangering the equipment or interfering with the ability of other users to conduct research, further access will be denied.

If you have any questions, please contact: **Dr. Xu Fu, [XuFu@uky.edu](mailto:XuFu@uky.edu), 859-323-5250**