

General rules for users of the Platform for Imaging by Microscopy, PIM, and Commitment of Researchers

1. **Access** to the facility is granted only after instrument training.
2. Each instrument requires **specific training**.
3. The extent of the training will be adjusted individually based on the imaging project, and the experience of the user.
4. Training is **generally one-on-one**. In the case of group trainings, each new user needs to spend at least 30 minutes (more for complex systems) of hands-on time on the instrument to be considered trained.
5. Instrument training is **only carried out by facility staff**. Users don't train other users.
6. Once the user is trained, the user has 3 months to **start a project** on the instrument. After that period of time, or if an experienced user does not use the instrument for more than 12 months, the user will have to get additional training with charges.
7. Users can bring untrained colleagues into the facility as **guests**. Guests are not allowed to operate any of the equipment. The trained user is fully responsible for the untrained guest.
8. Usage of the instruments, training and expert support are subject to an **hourly fee**. Before a new user is trained, their supervisor has to sign a form to authorize the training and to agree to pay the fees.
9. **Billing** will be monthly. An activity report will be sent to the researcher, detailing the previous month's microscopy fees.
10. Trained users **reserve time** on the instruments via the FACES online calendar. On heavily used microscopes, please don't exceed a session time of 4 hours per day, and three sessions per week (could be subject to change) during business hours (9 am to 5 pm). Exceptions should be discussed with facility staff on a case-by-case basis.
11. Users agree to treat the platform instruments with the **required care**, and to carefully follow the instructions regarding the start-up and shut-down procedures, sample handling, and cleaning routines.
12. Users need to make sure that the instrument they want to use is clean and in good working order **before starting their imaging**.
13. If an accident happens, or if an instrument is found **compromised or broken**, contact the platform staff immediately, so we can try to solve the problem as soon as possible. Session fees will be waived if the instrument cannot be used.
14. At the **end of an imaging session**, the user is responsible for cleaning their work space, properly shutting the instrument down, covering it up where applicable, and copying or moving their data.
15. Only samples from **biosafety level 1** are accepted.

16. The platform will work hard to make sure that all **data** acquired in the facility is safe, but we do not and cannot guarantee the safety and storage of image or analysis data. It is the user's responsibility to **copy data** to an appropriate network location at the end of their session. Data left on any acquisition computer or the microscopy network share should be deleted at the next imaging session, or could be deleted by facility staff without notice if older than two months.
17. Please cite the PIM in your publications and send your accepted manuscripts to the manager of the PIM as we would be delighted to keep informed on your researches.

Please include in your publication acknowledgements:

'The Platform for Imaging by Microscopy of the CHU Sainte-Justine Research Center (CHUSJRC) is supported by a partnership with Leica Microsystems and funded by CHUSJRC, the Quebec government (MSSS), CHUSJ Foundation and Canada Foundation for Innovation (CFI).'

I acknowledge that I have read and take notice of the General rules of the Microscopy Platform and I agree to the terms and conditions.

Name of the PIM user

Institution

Signature of the PIM user

Date

Commitment of the Researcher and Policy of the Microscopy Core Facility

The purpose of the policy of the Platform for Imaging by Microscopy (PIM) of the CHU Sainte-Justine Research Center (CHUSJRC) is

- to communicate to the researcher the regulations, fees and modes of operation of the PIM
- to ensure that the researcher is aware of these regulations and that he is held accountable for members of his laboratory who use the PIM instruments, or for himself as a user of the PIM.

Usage fees

The fee grid was designed to support the instruments and is based on a projection of the operation and maintenance costs until the end of their useful life. Any excess funds collected will be used to acquire new equipment or to support future service contracts as well as purchasing consumables, always with the aim of supporting CHUSJRC's technological equipment fleet.

Fee table (in effect since December 1, 2017) with **CR-CHUSJ discount (June 1 to November 30, 2018)**

Service (per hour)	CHUSJ	CHUSJRC Discount	Academic	Private
Wide field microscopes	12.00 \$	8.40 \$	15.60 \$	36.00 \$
Spinning disk /TIRF	25.00 \$	17.50 \$	32.50 \$	75.00 \$
Laser scanning confocals	25.00 \$	17.50 \$	32.50 \$	75.00 \$
STED	25.00 \$	17.50 \$	32.50 \$	75.00 \$
Multi-photon microscope	25.00 \$	17.50 \$	32.50 \$	75.00 \$
Laser dissection	18.00 \$	12.60 \$	23.40 \$	54.00 \$
Support technique	30.00 \$	21.00 \$	40.00 \$	90.00 \$
Full service (project)	150.00 \$	105.00 \$	194.00 \$	450.00 \$
Continuous acquisition of images over a long period (24-48 hours) ¹	On demand	On demand	On demand	On demand
Slide scanner Axio Scan.Z1	12.00 \$	8.40 \$	15.60 \$	36.00 \$
Axio Scan.Z1- Fluorescence with HXP lamp	18.00 \$	12.60 \$	23.40 \$	54.00 \$
Axio Scan.Z1 (flat rate) ²	CHUSJ	CHUSJRC Discount	Academic	Private
Scan long duration (overnight only)	40.00 \$	28.00 \$	52.00 \$	120.00 \$
Scan long duration (overnight only) with use of the HXP lamp (fluorescence)	50.00 \$	35.00 \$	65.00 \$	150.00 \$
Training ³ (flat rate)	CHUSJ	CHUSJRC Discount	Academic	Secteur privé
Wide field microscopes	70.00 \$	49.00 \$	91.00 \$	210.00 \$
Laser dissection	70.00 \$	49.00 \$	91.00 \$	210.00 \$
Fluorescence/Multi-photon microscope	225.00 \$	157.50 \$	292.50 \$	675.00 \$

¹ A preferential rate is available upon request for image acquisition projects for a continuous period (e.g. real-time imaging).

² Reduced fees for overnight scans are available only from 7:00 p.m. to 9a.m. for the AxioScan (slide scanner). If an overnight scan is started before 7p.m., the regular day rate applies. The same principle applies if the scan continues after 9a.m.

³ The training fee is a fixed rate for a half-day individual training (wide-field microscopy/stereo, slide scanner) or a full-day training (for more complex systems). A half-day training includes a 3-hour session on the instrument including at least 1 hour spent with the expert in microscopy. One-day training (complex systems) includes a 6-hour instrument session including at least 3 hours spent with the microscopy expert.

Quality of image acquisition

The PIM of CHUSJ is not responsible for the quality of the images obtained when the samples do not meet the quality requirements. In the case of a complete service carried out for a project by the manager of the PIM, the PIM must inform the customer as soon as it becomes obvious that the quality of the images is limited and the cancellation of the project is possible, however the costs already incurred will be invoiced to the researcher.

Fund availability

It is your responsibility to have the funds available at all times to cover the costs billed monthly for the use of the PIM by the members of your laboratory. It is also strongly recommended that you regularly validate your lab members’ use of PIM instruments and services, as the PIM manager will not communicate the instrument bookings made by your laboratory members to you. You will receive a monthly activity report by email for the previous month.

For accounting purposes, specify the budget code to be used for billing. In case more than one fund should be used, please specify the fund codes to which this user can be associated:

Budget codes: _____

By signing this document, I confirm that I have read and understand the Platform for Imaging by Microscopy regulations and I accept the terms of use. I also agree to abide by the terms of the usage agreement described above.

Name of the Principal Investigator (PI)

Institution

Signature - Principal Investigator (PI)

Date