

Microscopy Facility



Date-17.09.2021

Please read the following instructions carefully.

1. Only users with a scheduled booking will be allowed to enter the facility.
2. Gloves and masks are mandatory for entering the facility. Gloves will be provided by the facility before entering the imaging rooms. Users are required to come with their own masks.
3. Users must wear gloves and sanitize these before.
4. Users will be allowed to carry samples and mobile phones to the facility. No food and drinks will be allowed in the facility.
5. Before leaving the facility, users should discard their gloves in designated bins placed in the corridor and sanitize their hands.

For better safety, users are requested to sanitize the common surfaces of the microscope (microscope arm, sample stage, focusing knobs, PC keyboard, mouse, etc) by themselves before leaving the system for the next user. Alcohol wipes are kept in the drawer below the Leica DM6 system (Leica room) and near the SEM PC (Zeiss room).

Microscopy Booking Access:

The users can only image after clearing the microscopy course and book for microscopy slots with their own login and password. Students who are not trained and have not completed the microscopy course are not allowed to enter the microscopy facility.

Booking rules:

1. Booking for microscopes in the facility opens on Monday of each week for the immediate next week only.
2. The booking slots are 12:00AM-3:00AM | 3:00AM-7:00AM | 7:00AM-10:00AM | 10:00AM-2:00PM | 2:00PM-5:00PM | 5:00PM-8:00PM | 8:00PM-12:00AM for all the days of the week.
3. Confocal microscope booking is allowed for trained users as per the booking rules below.

Restricted booking: From Monday 10 AM of the week to Friday 5 PM each user can book 2 microscope slots per microscope one between 10:00AM-2:00PM, 2:00PM-5:00PM and 5:00PM-8:00PM and one between 12:00AM-3:00AM, 3:00AM-7:00AM, 7:00AM-10:00AM and 8:00 PM-12:00 AM.

Relaxed booking: More than 2 slots may be reserved after Friday 5 PM of the week.

Example of a booking:

1. For instance: booking for the week of 13th to 19th September 2021 will start only on Monday 6th September 2021 at 10 AM.
2. **A total of two slots are allowed per microscope per week.**
3. Here you may book one slot between 10:00AM-2:00PM or 2:00PM-5:00PM or 5:00PM-8:00PM for each microscope and one slot between 12:00AM -3:00 AM/ 3:00AM-7:00AM/ 7:00AM-10:00AM/ 8:00PM- 12:00 AM.
4. From Friday 10th September 2021, 5:00 PM onwards you can book the unused slots if required. Please be reasonable about sharing confocal time with your colleagues.
5. **Cancellation rule:** Please delete your slot from the booking calendar. Call the previous user to inform them of the cancellation. Send an email to the confocal groups email list (**[iiser-bio-dept- microscopy-user-group@googlegroups.com](mailto:iiser-bio-dept-microscopy-user-group@googlegroups.com)**) about the availability of the slot.

If users fail to follow these cancellation rules and are seen to do any kind of misconduct, they will be barred minimum for two weeks.

Microscopy Facility Acknowledgement:

All work performed at the Microscopy Facility should be properly acknowledged. This includes all kind of microscopy, data processing, expert help, etc. performed in the facility.

Where to acknowledge: Papers, posters, presentations, all scholarly publications.

Some Example:

1. We acknowledge the Microscopy Facility, IISER Pune for their support with obtaining microscopy data presented in this paper.
2. The microscopy data presented in this paper were produced at the Microscopy Facility, IISER Pune.

In a short version:

1. We acknowledge the Microscopy Facility, IISER Pune

*****Points to remember:**

Once you are done with your slot, please make sure that...

1. Oil immersion objective is cleaned properly (If you have used).
2. Low power objective (10X) is loaded on the position
3. Used lens cleaning papers are thrown out into the dustbin.
4. Proper entry has been made into the log book.
5. If you have made any change in the microscope (such as stage change), please bring it back to as it is for the next users

Switch off the lasers and properly shut down the system if there is no immediate user for the system. Petri dishes have been provided with each system with fresh lens cleaning papers. **Please don't mix up soiled papers with fresh one.**

Data backup from the confocal microscopes

Data should be deleted on the 1st week of every month from the confocal microscopes as per bookings on the respective calendar.

Confocal booking rules for external users:

External users should communicate through microscopy@iiserpune.ac.in to use the facility.

For external users booking sessions are provided on **chargeable basis**. Price list will be provided to those who are interested in using the facility. Due to our busy confocal usage schedule, we are forced to limit outside users. We are able to allow a maximum of 1 booking session of 3-4 hours on each working microscope for outside users per week. There are several outside users, so there may be a queue for this booking.

For any query, contact the facility manager

 **020-25908029**

 **microscopy@iiserpune.ac.in**