

Biosciences Microscopy Unit - User Agreement Form



School of Biosciences

Name:

Email:

Phone:

Position
(staff/student):

Project leader/Supervisor
& email:

Department & Institution
or Company address:

Charge name and address/
account (Themis Code):

I/we understand that charges will be incurred for the use of the microscopes in the Biosciences Microscope Unit at The University of Melbourne and agree to the Terms and Conditions of the facility (see over/next page).

Project leader/Supervisor
name & signature:

| | | | | | | | |
|--|------------|------------|-----|-------|-------------|--------------------|---------------|
| Sample(s) to be used: | | | | | | | |
| Are the samples? (circle): | Pathogenic | Infectious | GMO | Toxic | Radioactive | Any other dangers? | None of these |
| Have you had any previous experience? If so, please give a brief outline | | | | | | | |

I agree to adhere to the Biosciences Microscopy Unit Safety Training Document and to follow the correct handling protocol (proper PPE) for use of liquid nitrogen: Initials

Please remember to acknowledge the Biosciences Microscopy Unit in publications that include results from using this unit and equipment (see over).

User signature:

Date:

(by signing you acknowledge to have read, understood and agreed to the Terms and Conditions of the facility; see over and www.microscopy.unimelb.edu.au)

Please see next page for a summary of equipment and charges:

| <i>Equipment available:</i> | | <i>Costs per hour *</i> | | |
|---|--|-------------------------------|-------------------------------|-------------------------------|
| | | Biosciences | Other UoM | External academic |
| TEM | FEI Tecnai Spirit FEI BioTwin CM120 | \$62 | \$72 | \$103 |
| SEM | FEI XL30 FEGSEM | \$62 | \$72 | \$103 |
| Confocal microscopes | Inverted live cell - Nikon A1R (Biosciences 4) Upright incl. dipping lens- Nikon C2 (Biosciences 2) | \$18 (contributors exempt) | \$35 | \$45 |
| Spinning disk | Spinning disk confocal - live cell, inverted Nikon A1R, dual camera, vertical stage | \$20 | \$35 (0-4 hr) \$15 (>4 hr) | \$40 (0-4 hr) \$20 (>4 hr) |
| Light microscopes with digital cameras | Stereo – Leica M205 Compound – Leica DM6000 | \$6 | \$12 | \$15 |
| Microtomes | Light microscopy sections - Leica Ultracut R Electron microscopy sections – Leica Ultracut S | \$0 | \$5 | \$10 |
| Preparation laboratory | Fixation & resin embedding | Sample dependent | Sample dependent | Sample dependent |
| | Critical point drying | \$25 per run | \$25 per run | \$25 per run |
| | Sputter coater | \$40 per run | \$40 per run | \$40 per run |

*Please contact Dr Allison van de Meene (allison.van@unimelb.edu.au) for commercial rates.

TERMS & CONDITIONS: Please read the below terms and conditions and complete the user agreement form

Instrument Training

- 1) Only authorised staff are to train researchers to use Biosciences Microscopy Unit instruments
- 2) Researchers may be provided with training documentation and be required to complete an online competency assessment before they can book in a face-to-face training session
- 3) Face-to-Face training usually consists of a 1-2 hour induction. Microscopy staff retain the right to require researchers to undergo further training if deemed necessary.

Equipment Usage and After Hours Usage

- 1) Equipment is accessible during normal working hours unless other arrangements have been made.
- 2) Researchers are to abide to local EHS rules at all times. Please consult the relevant training files, SOP & RA.
- 3) Approval for facility use will be withdrawn in the event of serious neglect or damage of equipment, inappropriate use of equipment, neglect of EHS procedures, or allowing unauthorised persons access to the Unit.
- 4) Any damage to a microscope resulting from misuse or operator error will be charged back to the research group to which the researcher belongs
- 5) Access cards/keys must never be handed on to a third party.

Data Management Policy

- 1) Images and data obtained on BOMP instruments remain the property of the researcher who acquired the data.
- 2) The researcher is responsible for the archiving of these files. We suggest that this is performed immediately at the end of your session. Please allocate time for this within your booking.
- 3) Under no circumstances are Unit staff responsible for any lost data.

Publication/Authorship Policy

- 1) The Biosciences Microscopy Unit (and BOMP for the confocals) should be acknowledged in any research output (e.g. publication, presentation & poster) that arises from data generated on Biosciences Microscopy Unit instruments.
- 2) Assisted use sessions are performed on a collaborative basis. Any publications that include data produced via assisted use sessions should include the relevant staff member as a co-author.
- 3) Platform staff should be considered for co-authorship if they have contributed significant technical, scientific or intellectual input to a study.
- 4) Researchers MUST notify the platform of any research output (e.g. publications, presentations & posters) that arise from use of Biosciences Microscopy Unit instruments