

CELLIM USER RULES

General rules

CELLIM is a light microscopy facility of CEITEC MU and is open also to all users from academia and industry. New users should first contact CELLIM staff (milan.esner@ceitec.muni.cz; cellim@ceitec.muni.cz) to arrange appointment to discuss the project and identify appropriate instruments needed. CELLIM staff will organize training and after successful accomplishment user obtain access to the CELLIM facility and reservation system.

Instrument access and training

Only trained and registered users are allowed to work with facility instruments. Training for all instruments in the CELLIM facility is mandatory and is charged according actual price list. Each user will be initially trained for selected instrument by CELLIM staff. After initial training user obtain temporary certification and must use the instrument within one month to get permanent certification. Otherwise the certification is lost, and he/she must get new training.

Training by other persons than CELLIM staff is not allowed.

Equipment of CELLIM facility is listed here:

<https://www.ceitec.eu/cellular-imaging-core-facility/cf119/equipment>

Equipment reservation & cancel policy

Booking of all instruments is via online reservation system www.booking.ceitec.cz. There is no time limit to create the reservation. Reservation can be deleted latest 8 hours before its actual start for microscopes with Argon laser (LSM780, LSM880). On other systems can be deleted latest 4 hours before start. After this limit reservation cannot be cancelled and user will be charged for whole session. In case of not expected events such a disease etc., CELLIM staff can delete the reservation. Sessions without reservations are not allowed. Please count time for cleaning the instrument into your booking time, so that the next user doesn't have to wait.

Quota for confocal microscopes reservations

Working day is splitted into **standard working hours** (9:00-17:00) and **outside hours** (before 9:00 and after 17:00), see schematic picture below. During standard working hours each user can reserve max. 4 hours slot. During outside hours there are no limitations and hours reserved in this period are not counted in the quota.

Quota system is valid from Monday to Friday, except national holidays. During week-ends and holidays there are no quota for reservations.

Example: User needs 6 hours slot on confocal microscope. So he/she can reserve from 7:00 until 13:00, or from 13:00 until 19:00. You use 4 hours slot during standard working hours and 2 hours from outside hours.

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In cases where user really needs more than 4 hours during standard working hours, please consult with CELLIM staff first. This quota system is valid only for confocal microscopes. Other instruments can be reserved without any restrictions.



User responsibilities

Before start, user should check if working space and instrument are clean and in good condition. If not he/she should contact CELLIM staff and report this. Every user should ensure that the place after work is clean. This applies specially to immersion objectives. User has to clean objectives with appropriate **lens cleaning tissues** and cleaning solution. If user find some part(s) of the instrument not functional he/she has to report it to CELLIM staff **immediately**.

Before switching OFF the instrument, user must check if there is another reservation afterwards. If another user will come in less than 2 hours, user can leave the system ON. Argon laser is set to „stand by“ mode if another user will come during the day. Please consult with CELLIM staff, if you are not sure. Last user of the day is responsible for switching OFF the instrument.

Monitoring CO₂ level in the microscopy room – A2-1.15

Due to the presence of CO₂ vessels in the room, its concentration is constantly measured. If the concentration of CO₂ exceed the safe level, alarm is activated and start to beep. Users have to open window, leave the room and call CELLIM staff.

Computers and data storage

Data acquired locally should be moved immediately after acquisition to server or other location. For transfer of data use preferably remote access, via SMB protocol or similar. **CELLIM is not responsible for data storage.** User data on CELLIM computers are removed on regular basis. **It is strictly prohibited to install any software on CELLIM computers!**

Pricing and Czech BioImaging fees reduction

Reservations are charged according the actual price list every three months. Users can benefit price reduction after registration into Czech-Bioimaging scheme:

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<https://www.czech-bioimaging.cz/application-forms>

Acknowledgment

Since our equipment was purchased from public resources and users are not charged with full cost prices, users must acknowledge the CELLIM facility in their presentations, posters or publications (also bachelor/master thesis).

We acknowledge the core facility CELLIM of CEITEC supported by the Czech-BioImaging large RI project (LM2018129 funded by MEYS CR) for their support with obtaining scientific data presented in this paper.

Please send us the publications with CELLIM acknowledgement. Users publishing data obtained using CELLIM equipment or assistance without CELLIM acknowledgment will be charged for full price.

Milan Ešner, PhD

Head of CELLIM Core Facility

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