§1 Preamble

The following rules extend or modify the "Zentrale Forschungseinrichtungen und Dienstleistungen des DZNE – Allgemeine Nutzungsordnung" (CFRS AllgN) according to §15 therein for the Imaging Platform (IP) of the DZNE Dresden.
If no specific rules are implemented herein the CFRS AllgN remains effective.

§2 IP Access

(1)   The Equipment of the IP is open to both internal and external users. All new users are required to contact the IP manager for consultation on their imaging needs and registration.

(2)   Access for external users is subject to approval by the IP manager and/or the DZNE Dresden site coordinator and can be rejected, withdrawn, limited or extended at any time. External users are required to sign registration form and cost assumption agreement.

§3 IP Equipment & User support

(1)   Information about the Imaging Platform and the equipment can be found on the webpage of the Biopolis Dresden Imaging Platform (BioDIP): http://www.biodip.de/wiki/DZNE_-_Imaging_Platform

(2)   Price lists for the usage of the equipment, as well as any further information about the Imaging Platform can be obtained from the IP manager.

(3)   The IP staff supports its users by providing training to operate the IP microscopes independently. Additionally, IP staff also offer advise on instrument choice and specific experimental questions (e.g. sample preparation).

§4 Booking of IP equipment

(1)   Registered users can book their usage slots *via* the booking system: https://techpool.biotec.tu-dresden.de/

(2)   Booking permissions will be granted based on successfully completed system trainings. Autonomous booking of instruments requires the user to receive two training sessions with an IP staff member at the respective system. For the first, instrument specific, training session users do not need to bring their own sample. The second instruction comprises of the tuning of the first scientific experiment under supervision of IP personnel.

(3)   Generally, bookings can be made 24hours/day, 7days/week. More restricted booking rules for high-demand systems will be announced specifically and separately.

(4)   Users can freely change or delete their bookings until 24h prior to their slot. After that, their booking is binding. Users may, however, transfer their slot to another user by use of the SIFFY (slot is free for you) procedure. For this, send an email to the IP user mailing list (imaging-user-DD@dzne.de) and offer your slot (email subject: SIFFY <system name> <slot time>). If another user takes the slot, payment obligations will be transferred.

§5 Usage of IP equipment

(1)   Only registered users are allowed to use the IP equipment.

(2)   Visiting Scientists with an affiliation to one of the DZNE groups may use the IP equipment only under permanent and direct supervision by another registered user or an IP staff member. Also, they are required to sign the Terms of Use and the affiliated group leader needs to book the imaging slots accordingly.

(3)   Users are only permitted to use the IP equipment during booked times. As long as no other user is booked in, slots can always be extended directly at the microscope *via* the booking database.

(4)   Systems should only be used as instructed. Removal or exchange of system components is only allowed after specific training through an IP staff member. Removal of any IP equipment from the facility rooms is strictly forbidden.

(5)   At the end of each session, users are asked to check the booking database: last users must switch of the system as instructed. Consequences for failing to switch off the system: users will be charged an extended booking time, up to the time an IP staff member discovers the left on system, plus 30 minutes of assistance time.

(6)   Users have to end their imaging session on time for the next user. "End of session" means: data saved, sample removed, objectives/stage/table cleaned, software closed.

(7)   At no time is the user allowed to install anything, be it software or updates on any computer belonging to the Imaging Platform. If specific, not provided software is required on the Processing workstations the IP staff must be consulted.

(8)   If any kind of problems arise users are required to notify the IP staff without delay, either personally or by mail.

§6 Usage fees

(1)   All users are required to pay usage fees for both equipment and assistance. Current fees are available from the facility manager. Usage fees are subject to evaluation at regular intervals and will be adjusted according to the actual costs. Changes of fees will be announced.

(2)   Usage fees paid by IP users are used to cover the running costs of the facility. These include, but are not limited to: service contracts, equipment repair and maintenance, software updates/upgrades, replacement and upgrades of existing microscopes, consumables, custom made parts, user support by IP staff etc. This is in accordance with the DFG guidelines for Research Infrastructure for Advanced Light Microscopy.

(3)   Funds to cover usage fees can be requested as part of grant proposals to the DFG, the BMBF, and the European Community. Guidelines for requesting usage fees have been published by the DFG

§7 Data handling and storage

(1)   Imaging data can be stored short term on the dedicated user data directory on the imaging computer, however long-term storage is not allowed on the microscope system computers. Users are always responsible for saving their own data on an appropriate backup device (NAS storage, fileserver, external hard drive).

(2)   The IP staff may delete any imaging data older than one month from the facility computers without further notice. Newer data may be deleted with due notice to ensure functionality of the system.

(3)   The Imaging Platform and/or the DZNE cannot be held responsible for any loss of data (e.g. due to hard drive failure)!

§8 Safety

(1)   User are required to read and sign instructions and/or to attend the yearly seminars on general lab and, if appropriate, laser safety regulations.

(2)   The IP staff must be informed immediately and in as much detail as possible, if users observe or cause any hazardous circumstances, including but not limited to spilled medium, exposure to laser light, broken equipment etc.

(3)   It is strictly forbidden to take any kind of food or drink into the microscopy rooms.

(4)   If working in the facility at "after office" hours, users have to ensure that they are not alone in case of an emergency and are able to call for help.

§9 Acknowledgement of IP in publications

(1)   Any data acquired or processed using IP equipment and/or services has to be acknowledged in the appropriate way in every publication. Publications include, but are not limited to scientific papers, posters, Bachelor-, Master- or doctoral theses and contributions to conferences. If required, IP staff may be asked to review the sections describing the microscopy methods in drafts of publications. After publication, IP users are requested to provide a PDF-file of the publication for the facility's records.

(2)   These references are of the utmost importance for the Imaging Platform as the only mean to prove the impact of the facility and the effective use of the equipment and are therefore needed for successful evaluation processes of the facility.

Contact

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