

usage policies (ver. 09/06/2020):

1. Becoming an ABIF user

- a. Follow the link provided at ABIF website to register as ABIF user; by registering you accept these policies.
- b. To be granted access to ABIF you need to fulfil safety training and any other conditions required to work at SCELSSE laboratories.
- c. Training is required to use ABIF equipment independently (with the exception of selected basic equipment). The training consisting of on-line modules and hands on training at the particular equipment conducted by ABIF staff. Note that using of some ABIF equipment requires an appropriate N3 licence.
- d. After satisfying the requirements listed under **b.** and **c.** above, you will be allowed to use the selected ABIF equipment independently.

2. Advanced booking of ABIF equipment

- a. Time slots at ABIF equipment are booked via a dedicated equipment booking system. Booked slots cannot start more than 15 days from the time of booking. Do not book more than 18 working hours (9.00 – 17.00) at an equipment in a week. These restrictions can be lifted by ABIF staff in well justified cases.
- b. Do not book a time slot outside of working hours (9.00 – 17.00) if it is one your first five bookings of the equipment or if you have not used the equipment in the preceding 12 months.
- c. If you cancel your booking at an equipment of the “advanced” or “standard microscope” category less than 2 hours before the booking starting time, inform the user who has booked the instrument after you (unless an empty slot follows).
- d. Do not book longer time slots then you need! If you need to terminate your slot earlier by more than 1 hour, inform ABIF staff and the user who has booked the instrument after you (unless an empty slot follows).

3. When using ABIF equipment

- a. Users are allowed to use the ABIF equipment only within their booked time slots.
- b. Always follow all prevailing NTU and SCELSSE policies on workplace safety. If you are using the equipment outside of SCELSSE working hours, always observe SCELSSE policies on after-hours work.
- c. Keep the equipment and the workspace at ABIF clean and tidy and never leave any samples or other belongings in ABIF after the end of your booked time slot without permission from ABIF staff. Unauthorised items left in ABIF will be removed by ABIF staff.
- d. Do not let the equipment on when not used for more than an hour, especially overnight.
- e. If you encounter any technical issue with ABIF equipment report it to ABIF staff as soon as possible; never attempt to repair any ABIF equipment on your own.
- f. Never do any unauthorised modifications to ABIF equipment; this applies particularly, but not exclusively, to replacing microscope objectives and filter sets or removing piezo- or galvo-stages.
- g. You are fully responsible for any persons who are not registered users and who accompany you to ABIF (e.g. collaborators or students); do not allow any unaccompanied unauthorised persons access to ABIF.

4. Data handling

- a. After finishing an imaging session, copy your data from the computer at the ABIF equipment to the SCELSSE OMERO server. If you are a non-SCELSSE user and do not have an OMERO account or if you need to transfer file types not supported in OMERO, approach ABIF staff for assistance.
- b. ABIF takes no responsibility for user data at computers at ABIF; data stored at those computers can be deleted without prior notice to ensure enough free disk space for new data acquisition.
- c. Never save any files to other locations at ABIF computers than your folder at dedicated data drives. Data saved to unauthorised locations will be deleted.
- d. Never install any software to ABIF computers or connect any unauthorised hardware to those computers; this applies particularly, but not exclusively, to external hard drives or USB mass storage devices.