GENERAL ADMINISTRATIVE RULES OF THE BIOOPTICS FACILITY

Version 1.21
Updates in green
Pages 5, 9, 11, 12, 13, 14, 15

Personnel:

Any kind of questions should be addressed to

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Facility/Training e-mail address:
lightmicroscopy@mfpl.ac.at
1 Access:

Facility Location: All microscopes and other optical instruments are centrally located in VBC5, Level E1. For MFPL people access is granted 24/7 with their electronic keys to the building, level E1 and also to the CIBIV-located room 1.723, respectively. The microscope rooms have to be kept unlocked all the time – all doors have a panic lock installed. In case the facility room doors are locked, use the key from the key safes (locations and codes announced during training). Use these keys to open the door and put them back into the key safe IMMEDIATELY.

Image processing room: Access to the PhD&PostDoc room in MFPL main building should be granted to all microscopy users via their electronic keys. In case your keys don’t unlock the door, please contact Wolfgang Binder (wolf.binder@mfpl.ac.at – and cc’ the facility staff), stating that you are a registered facility user and need room access to use the image processing workstations. In this room you MUST obey the “quiet room” rules published at the entrance door STRICTLY.
2 Facility Rooms:

An architectural overview of the respective facility rooms and the instrumentation contained can be downloaded directly from the biooptics facility homepage at https://www.mfpl.ac.at/fileadmin/user_upload/Facilities/LightMicroscopy/way_to_the_facility_incl_1723__update_feb2_2018.pdf. All rooms are equipped with land-line telephones (+43-4277-ext.):

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<th>Room</th>
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<th>Room Name</th>
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Room 1.723 has been opened September 2018 and is located at CIBIV. See the map linked above – the exit doors of the facility floor and the entry door to CIBIV (both doors labeled to find 1.723) can be opened with your electronic keys. Please always use this route back and forth and don’t walk through the CIBIV area.
3 Booking:

Book via the MFPL Intranet (http://www.intranet.mfpl.ac.at/) calendar: log in -> new reservation -> Choose “Facility” Biooptics LM -> Choose “object” from the respective dropdown menus -> press “confirm” in the infos and fees menu -> select your begin and end time -> in the popping up overview window it is mandatory to enter your telephone number (most preferably your in-house extension) in the “description” field -> select in “Category” further what you plan to do. When you book the Olympus Cell-Sens live imaging station insert your preferred temperature, if you don’t use it at 30°C. If you need TIRF at the Olympus Cell-Sens microscope, please do specify “TIRF”, so that people are informed lasers are potentially “on”. Note: the ticker “Notify me before the reservation starts” at the very bottom of the window is not functionally implemented. At any time you can -> go to “My reservations” -> and edit or cancel your reserved slots (see “cancelation policy” below). In case you cancel your time slot being the last user of the day, you MUST make sure that you or somebody else switches-off the respective microscope. In case you don’t switch off the machine, being the last user of the day, the remaining time to the next booked slot will be allocated to the user and the group leader charged for that extra time. When you cancel a running time slot, all registered users of the respective microscope will receive an automatic notification to ensure efficient and fair use – try not to do this too regularly (see cancelation policy below).

Cancellation policy:

User cancellations, 24 hours before your reservation starts or while your session is active, are being recorded. The following penalty rules will be applied:

1.) One cancellation per user and month and microscope system is tolerated (not included cancellations of running slots, if 1/2 of the booked time is used up)

2.) Violation of rule 1 / second cancellation leads to a notification to the respective group leader by the facility personnel. It is common sense that rule 1 is skipped then for the coming month for the user concerned.

3.) Another cancellation violation will lead to charging the group leader the canceled booking time

4.) Repetitive infringement of the policy will lead to exclusion of user registration for a period of 1-6 months (imposed by the head of facility).
For more efficient usage the IT implemented *automatic e-mail notification* to all registered users of a microscope system, whenever a user cancels his/her time-slot at most 24 hours before the slot starts.

The respective mail distribution addresses for the individual microscope systems are free to be used (only by microscope-registered users) as a kind of information/communication platform:

- lsm-700.biooptics-lm.facility@lists.mfpl.ac.at (LSM700)
- olympus-cell-r.biooptics-lm.facility@lists.mfpl.ac.at (now for Olympus Cell-Sense)
- lsm-710.biooptics-lm.facility@lists.mfpl.ac.at (for LSM710-Airy)
- live-spinning-disc.biooptics-lm.facility@lists.mfpl.ac.at (new SD)
- spinning-disc-microscope.biooptics-lm.facility@lists.mfpl.ac.at (old SD)
- deltavision.biooptics-lm.facility@lists.mfpl.ac.at (DV-1)
- hcm.biooptics-lm.facility@lists.mfpl.ac.at (high-content microscope, HCM)
- cell-discoverer-7.biooptics-lm.facility@lists.mfpl.ac.at (Cell Discoverer 7)
- stedycon-superresolution.biooptics-lm.facility@lists.mfpl.ac.at (Stedycon)
- deltavision2.biooptics-lm.facility@lists.mfpl.ac.at (DV-2 “Ultra”)
3.1 Booking Rules/Restrictions

GENERAL RULES:

- Booking no more than 2 weeks in advance!
- No more than 3 hours/day/user during working hours (9.00am-6.00pm). Extended slots into the evening: booking > 3h only allowed past 4.00pm!

SYSTEM-INHERENT RULES:

- **Spinning disc I (the one in room 1.223):**
  1.) SPINNING DISC USERS (EXCEPT PEOPLE FROM MARTENS and DAMMERMAN LABS) ARE ONLY ALLOWED TO BOOK MAXIMUM 7 (SEVEN) DAYS IN ADVANCE!

  2.) In case you plan a long-term booking session you MUST send a short info when the experiments are planned AT LEAST ONE WEEK BEFORE to the head of facility, who distributes the information then to all other users.

  3.) For long-term booking (> 3 hours) the following rules have to be obeyed to keep usage fair:
     a. During working days: starting not before 4:00pm
     b. During weekends: starting not before 12:00

- **LIVE-Spinning disc II/Nano (the one in room 1.318):**
  1.) For long-term booking (> 3 hours) the following rules have to be obeyed to keep usage fair: During working days: starting not before 4:00pm; During weekends: starting not before 1:00 pm

  2.) Very long sessions (>16 hours) MUST be performed in the weekend: starting not before Friday 4:00pm

  3.) Ultimately long sessions (>30 hours) MUST be discussed with the facility personnel at least a week before the experiment is planned.

  4.) BOOKING ORDER: A normal working day should preferentially be split into three 3-hour time slots: 9:00am-12:00am / 12:00am-3:00pm / 3:00pm-6:00pm.
5.) The day MUST be booked in an ordered fashion: the first slot MUST start at 9:00am, all follow up slots MUST start after the session before, not to generate unusable “holes” in the schedule and ensure fair usage.

- CELL DISCOVERER 7 (room 1.320):
  1.) For long-term booking (> 4 hours) the following rules have to be obeyed to keep usage fair: During working days: starting not before 4:00pm; During weekends: starting not before 1:00 pm
  2.) Over-night sessions (max 17hours) MUST be finished latest by 9.30am next day. Make sure to book enough time for data removal/transfer.
  3.) Sessions in the 17-36 hours range MUST be performed in the weekend.
  4.) Ultimately long sessions (>36 hours) MUST be discussed with the facility personnel at least a week before the experiment is planned.
  5.) Plan extra time for pre-heating&calibrating your samples if you plan to work live.
  6.) Best you briefly describe your exp plan in the booking “reason” field so that other users can get an idea on your time regimen.

Exceptions to all these rules only after admission by the head of facility!

EVERYBODY IS RESPONSIBLE FOR HIS/HER TIMESLOT BOOKINGS!!

Leaving the Instruments for the next user:
Whenever you are finished try to communicate with the next user (as a kind of reminder system). From the landline phones provided in each room (see above) you can only call in-house extensions. For any other kind of communication with registered users of respective microscope systems please do use the system-specific mail addresses (see above, page 5). In case the next user is not available – it is not your responsibility to take care – you can leave the system “on”.
Never switch-off any lasers, fluorescent illumination sources, computers, systems if the next reservation is within 3 hours. Switch-off the TIRF lasers, if there is no follow-up “TIRF” booking after your slot.

It is the intention of the facility to keep booking as unrestricted as possible, always putting “fair-use” strategies in front – any kind of violations to the rules will be analyzed and, at worst, penalized down to exclusion of users.
4 DATA:

By 2017, we have installed an acquisition server solution, termed “HIVE”. This data mining solution does not apply to the Deltavision microscopes (here we use a Linux-based server solution). The data are transferred off-system to a server solution: how to connect is taught during training. There is one “HIVE” account for each MFPL group. The default password is "biooptics1" – if groups have changed it, please contact your group leader for getting the proper passwords. Make sure you log-off from the “HIVE” when your session is finished. Your data will be saved at the server for 6 months – then we may have them automatically deleted! More details can be downloaded from the facility homepage: 

Still, saving your data locally is allowed and possible. In any case you MUST make sure to save your data somewhere else when you have finished working at the microscope or the image processing units. You can leave your data on the systems’ computers, though they may not be safe there – **The rule says: “Everybody is allowed to delete data in case of memory shortage, irrespective if the data are old, new or who saved it!”**

ONLY store your data on the systems’ computers at data or user-specified drives (D:/ and/or “(user) / data”-drives, respectively). Name used folders so that these are easily identifiable – the amount of personalized information content is your own responsibility (see privacy policy). **NEVER use drive C:/ and/or (even worse) the Desktop as storage locations.** All improperly stored data will be deleted immediately without notification. 

All microscope computers (except the Deltavision systems) are equipped with access to the Intranet, to “share” drives via Login/Logout (preferred transfer method), USB 2/3-connections (sticks and external hard-discs MUST be virus checked before use), DVD-burners for easy and fast data transfer.
5 TRAINING:

First time trainees

MUST

- provide an organized experimental strategy to discuss with the facility staff
- already have own samples for a specialized training session

You are only eligible to register for microscope training if you have already attended the “Introductory Lecture BioOptics”, including laser safety instructions.

Lectures always take place in the seminar rooms in VBC5, level E1 (Structural Biology Dept.). Dates are announced regularly. To register, login to the MFPL Intranet ⇒ "Booking System" ⇒ ”Lecture and Training Registration".

The introductory lecture also includes a short course in laser safety – this is obligatory by law and you will have to sign that you’ve heard and understood the rules after the lecture. Specialized laser safety rules (TIRF, STEDYCON) will be taught in the respective training sessions and need to be confirmed extra. Usage of TIRF and STEDYCON, respectively, without any special training is STRICTLY PROHIBITED!

Workflow:

1. Fill in the "Light Microscopy Training Application" form (https://www.mfpl.ac.at/fileadmin/user_upload/Facilities/LightMicroscopy/LightMicroscopy_Training ApplicationRecord.docx) and send it via lightmicroscopy@mfpl.ac.at to organize a meeting with the facility staff. We then discuss most forward strategies and find the proper microscope(s) to be trained on.*
2. Attend the "Introductory Lecture Biooptics" including laser safety instructions.**
3. Organize a training unit with the facility staff – training units will be split into "how to do" and "optimize my sample" sessions (on separate days).
4. Fill in and sign the “Training Confirmation” form on usage of microscopes/user fee regulations (trainee and group leader) and bring it to your training session.
5. Before you attend the sessions, please download our "General Administrative Rules" and read them thoroughly!

*Optional: facility personnel evaluates potential applicability with user specific samples, if selection of the proper microscope system remains unclear.

**1.) and 2.) may be switched.
Already registered users, who want to become trained on another microscope **MUST** again

- submit an organized experimental strategy to lightmicroscopy@mfpl.ac.at, by filling in the **training application** form provided at the homepage (https://www.mfpl.ac.at/fileadmin/user_upload/Facilities/LightMicroscopy/LightMicroscopy_Training_Application.docx), to discuss with the facility staff.
- already have own samples for a specialized training session.

**IMPORTANT NOTE ON TRAINING FOR POTENTIAL CELL DISCOVERER7 (CD7) USERS:**

As the software handling of the CD7 can easily and quickly become very intricate, **we will run a deviant training/usage strategy for this particular microscope:**

1) Apply for usage in filling in and sending the training application form (as usual) https://www.mfpl.ac.at/fileadmin/user_upload/Facilities/LightMicroscopy/LightMicroscopy_Training_Application.docx
2) We will thoroughly discuss your experimental plan: make sure you have details on the sample container (xx-well, dish; plastic, foil or glass bottom), fluorophores, time regimen demand.
3) You commit a representative sample to the facility personnel and **we will try to set up an adequate workflow.**
4) You counter-check the results for being adequate for your purpose with the facility personnel.
5) **You will get trained on the minimal steps only to start the machine and how to apply the approved workflow strategy.**
6) You will get trained on how to handle the data.

Whenever your experimental strategy (including sample itself, sample container, fluorophores, etc.) changes you have to start-over with the training routine described above.
6 BOXES – ACCESS TO ADDITIONAL EQUIPMENT AND ACCESSORIES:

Access to additional equipment and accessories is regulated in storage boxes in rooms 1.320 and 1.223, respectively. Boxes are labeled on the front side for identification. In 1.223, where we run lasers, there is one box containing Laser Safety Glasses (labeled “LSG”) according to laser safety regulations. Laser safety glasses for the STED microscope (room 1.723) are provided hooked up at the wall aside the microscope.

Room 1.320:

- **Green BOX**
  - **Content:**
    - *Olympus 20x UApo 0.75 objective*

Box access: the key is stored in the small keysafe – 3 digit code: 132
Room 1.223:

4 boxes have been installed in room 1.223. Box “LSG” contains laser safety glasses. Boxes 1-3 contain tools and accessories.

Keys for the respective boxes are attached to the locks – NEVER remove the keys. All keys are clearly labeled corresponding to the box labels.

BOX CONTENTS:

- **BOX “LSG 1.223”**
  - Content: Laser Safety Glasses

- **BOX “1”**
  - Content: Chemicals, Immersion media, Tools, Cleaning stuff and Accessories

- **BOX “2”**
  - Content: gloves, racks

- **BOX “3”**
  - Content: Laser Power Measurement System
6.1 Boxes - Usage rules:

1. Never remove the keys from the boxes’ locks!
2. Lock the boxes – don’t leave them open.
3. Contents of box 1: the facility personnel MUST be informed if something is running out of stock.
4. It should be common sense to bring back everything IMMEDIATELY AFTER USE to the respective box.
5. Penalty system: the facility will run a penalty system monitoring abuse. Any abuse will lead to a “warning” – accumulation of three “warnings” within a year lead to expulsion of facility use.
7 IMAGE PROCESSING:

Two image processing workstations are available for facility users in the MFPL main building in the 6th floor in the “PhD&PostDoc”-room (room 6.508): “Company Licenses” in box #7 and “Deconvolution and rendering” in box #8. Whenever you want to use them you MUST reserve your prospected time via the MFPL Intranet calendar.

1) Computer “Company Licenses” is free to all registered and trained users. Don’t forget to book it in the intranet calendar (“Image Processing Computer - Licenses (Room 6.508)”). The account “LICENSES” needs no password to log-on. Use this computer to process or analyze your images from Zeiss, Olympus, Visitron and Deltavision microscopes not to block imaging time directly at the microscope’s computers. The following software packages are available: Olympus Cell-Sens (1.17), Zeiss ZEN2012 (incl ZEN Black and ZEN Blue), VisiView 2.08, ImageJ/Fiji, “SOFTWORX SUITE 2.0” (Windows-based off-site version; Deltavision), Photoshop, Illustrator, Acrobat Pro9, Office 2007.

2) Computer “Deconvolution and rendering” (labeled “Huygens”) is a new workstation [July 2017] and can be used FREE OF CHARGE! Don’t forget to book it in the intranet calendar (“Image Processing Computer - Deconvolution & Rendering (Room 6.508)”). The account “HUYGENS” is password protected (“huygens”). The professional deconvolution software “HUYGENS” allows not only to deconvolve images from widefield, confocal, spinning disc machines, but also volume and surface rendering, object analysis, co-localization, chromatic aberration correction and even tracking. No specific introduction is currently available. Find an extensive manual aside or visit www.svi.nl for a lot of information (in some cases you need registration @ svi.nl – there is one account for MFPL people available -> username mfpl; password: mfpl). The computer also hosts ZEN2.3 (Blue/Black), including the Macro extension module. Also available: ImageJ/Fiji.
8 TISSUE CULTURE:

For the convenience of the users, a tissue culture facility is merged with the VBC5 tissue culture, installed in room 1.219. The person responsible for the room is Thomas Leonard. For any kind of questions or comments please address him personally (Thomas.leonard@mfpl.ac.at).

The facility is equipped with a BSL-1 TC-hood, two incubators (37°C, 5% CO2), a centrifuge, a Zeiss microscope, a water bath, and a fridge-freezer combo. The BSL-1 TC-hood is free to be used without a need to reservation via the booking calendar.

A BSL-2 approved hood is also available at restricted access. This hood however belongs to Thomas Leonard. In case you want to use it or you have to use it (because you have BSL-2 samples) please contact Thomas Leonard (Thomas.leonard@mfpl.ac.at) for approval.

In any case you MUST obey the Tissue Culture rules (see below).

(Animal) Tissue Culture rules:

- The door to the room has to be closed at all times!
- If the door is locked – the keys for the microscope rooms (you have access to those via the key-safes) fit!!
- Changing the air-condition set up is strictly forbidden!
- Wear gloves at all times in the cell culture – prior to handling the flasks and plates from the incubators/shakers ALWAYS spray your hands with 70% ethanol.

INCUBATORS USAGE:

- ONLY use the shelves labeled 'BIOOPTICS'.
- ONLY incubate mammalian cells! Bacteria or yeast samples are strictly prohibited!
• Everything you place in the incubator MUST also be labeled appropriately.
• EVERYTHING UNLABELED WILL BE REMOVED WITHOUT FURTHER NOTICE!
• Make sure you REMOVE ALL YOUR samples after your work in the facility is finished!
• Report any kind of contamination you register IMMEDIATELY to Tom Leonard or Josef Gotzmann!
• It’s your duty to keep everything clean and tidy (includes waste removal [see above] – waste bins and autoclavable bags are provided).
• For keeping surfaces clean and sterile 70% ethanol sprays can be found in the room.

**LAMINAR FLOW/TC HOOD USAGE:**

• First use of the day: turn the hood on by pressing the up button (“∧”) for 5-10 seconds. A short alarm sound indicates the hood is now on and the display will turn on.
• To establish the laminar flow essential for sterile work, please make sure to open the front completely: press the up button (“∧”) until the front reaches its final position and the alarm turns off. Once the hood is opened correctly, the indicator lights for fan and laminar flow will turn to green (this can take a few minutes).
• A cluttered hood might disrupt the laminar flow and thus make it susceptible to contamination, so keep an eye on the indicator light and don’t block the grate at the back!
• Always spray the hood with 70% ethanol **BEFORE** and **AFTER** you use it.
• Everything you are putting in to the hood has to be sprayed with 70% ethanol (media, pipettes, plates, tips, jars with eppis, flasks, bags with caps… EVERYTHING).
The garbage bin in the hood is for **TIPS and EPPIS ONLY**! If you have been filtering your viruses, making media with antibiotics or similar, you always have to remove the waste after you’re done and replace the bag in the hood (clean, autoclavable, bags are in the cabinet under the sink – spray the bag before you put it under the hood)

@BIOOPTICS USERS: You have to bring your own equipment (pipettes, tips, dishes, plates, tubes……). In case you label it appropriately (lab, user name) you can use the storage capacity of the cases provided.

If you are the last person using the hood in the day (check the calendar to make sure no one has booked it after you): close the hood by pressing “v”, turn the **UV light on** (by pressing “dis” button on the remote control for about 10-15 seconds) for **15-30 mins** and then switch off the hood before you leave by pressing “v” for longer (10-15 seconds). Turn off the **water bath** and switch off the **microscope** and **lamp**.

In case of contamination – **remove the contaminated flask/plate from the tissue culture room** and notify other users about your contamination.

**FREEZER/FRIDGE USAGE:**

- **ONLY USE THE SHELVES / DRAWERS LABELED “BIOOPTICS”!**
- Everything you place in there MUST also be labeled appropriately.
- **EVERYTHING UNLABELED WILL BE REMOVED WITHOUT FURTHER NOTICE!**
- Make sure you REMOVE ALL YOUR samples before they deteriorate (especially media bottles, PBS….)
5.1 Incubator for Yeast
(Room 1.320):

**RULES and how it works:**

- Keep the incubator running all the time!
- Keep the preset temperature adjusted to 30°C all the time
- !! All tubes, falcons, etc… MUST be labeled including the user’s name!!
- In case you need a different temperature, place a LEGIBLE label with the actual temp on the front window (after incubation re-set temp to 30°C)
- !! Clean the incubator, when you spilled something!!
- In case you want to use organisms other than yeast – place a LEGIBLE label on the front window
- Don’t move the rotator too much or make sure the power cable (lead through a closable opening at the inner rear end of the incubator) remains in place.
- The rotator “on” switch is inside – see image below
- When the rotator is “on” and moving – the temperature slightly rises over the day – so make sure to set the temp knob slightly below the 30°C label.
- Mind the thermometer inlet from the top when the rotator is moving – don’t slam the thermometer!!
- All inserts can be used either / or (90 degrees) direction with the rotator
Incubator:

Rotator:

Inserts:
9 BIOSAFETY:

Room 1.223 is registered as a Biosafety-Level 2 (BSL2) room. For all BSL2 work the standard rules (MFPL Biosafety rules) also apply for VBC5-level E1. Particularly you must be officially registered as working with BSL2 material. **All BSL-2 work MUST be announced to the facility staff BEFORE YOU START OVER!**

In brief, you must bring your samples in closed, fail-safe containers. Any kind of “open” manipulation is only allowed in the Tissue Culture in the BSL2 designated hood (see above) and at the respective microscope site. Before you start working you must put up the label (provided at the inner side of the entrance door) at the entrance door, warning all others that a BSL 2 experiment is currently performed in Room 1.223! Important: **ALL USERS WORKING IN THE ROOM, WHILE THE BSL EXPERIMENT IS RUNNING, MUST WEAR LAB-COATS** (provided behind the entrance door or bring your own). Potentially BSL2 contaminated coats must be removed and decontaminated by the BSL2 user immediately. BSL2 users must also label the respective cubicle (curtain) with a “BSL2-experiment running” warning label (put it up outside on the curtain!). BSL2 users must bring their own cleaning and decontamination solutions (e.g. EtOH; NEVER use hypochlorite for microscope equipment) – if you are not sure which solvents are allowed contact the facility personnel. At the microscope you must provide a labeled waste container, which must be removed and the waste discarded by the BSL2 user immediately after work is finished. Standard cleaning of objectives is still mandatory – even in case there was no contamination with BSL2 reagents! Decontamination measures: You must thoroughly decontaminate all non-optical surfaces (stage-inserts, stage, environmental box interior/exterior, joystick, computer equipment, etc…) at the microscope unit. In case the BSL2 user contaminates optical components the facility staff MUST be informed BEFORE you try to de-contaminate!
10 USER FEES:

The facility will charge group leaders of users OF facility instrumentation according to published guidelines: A flat-rate user fee of 3,00 €/hour per microscope (valid by January 2018) will currently be charged. For more details check back for more information at MFPL Intranet -> facilities (http://www.intranet.mfpl.ac.at/index.php?mid=4) -> BioOptics-LM -> download the “user fee strategy 2019”-file.
11 GENERAL COMMENTS:

- It should be common sense that it is the USER’S RESPONSIBILITY to keep everything clean and tidy and treat the instrumentation as if it would be their own!!!

- Remove empty containments (believe it: there is waste bins around)

- USAGE OF OIL IMMERSION OBJECTIVES: due to the fact there is a trend to oil spoilage, please DO READ AND FOLLOW the following rules:

  OIL "OVERLOAD" CAN ONLY HAPPEN, IF PEOPLE SCREENING MULTIPLE SLIDES
  REPLENISH OIL AT EVERY CHANGE OF THE SAMPLE. THE EASIEST WAY TO AVOID THE "OVERLOAD" IS:

  1.) WHEN CHANGING SAMPLES, TAKE A SHEET OF LENS PAPER AND WIPE AWAY EXCESS OIL AROUND THE LENS! ONLY THEN APPLY OIL TO THE NEXT SAMPLE (see also comment 2)!

  2.) OIL FROM AN INITIAL SLIDE IS USUALLY SUFFICIENT FOR A FEW MORE SLIDES (IF YOU DON’T MOVE TOO MUCH ALONG THE SAMPLE).
  THERE IS NO NEED TO PUT OIL ON THE NEXT SLIDE EVERY TIME!
• Remind the facility personnel **IN TIME** in case something is running out-of-stock

• Don’t remove equipment from other microscopes! In case you borrow something (e.g. stage inserts, etc.) place a large and legible notice “who” has taken it and “at which system it is used now”. Put it back IMMEDIATELY when you don’t need it any more.

• Kim Wipes tissue (“Cleanex”) to clean slides (never any lenses!) is provided in boxes in rooms 1.223 and 1.723, respectively. Help yourself if you need some!
12 ACKNOWLEDGEMENTS

!! How and when to acknowledge the facility !!

Many users are not sure whether and how they should acknowledge the work done by core facilities and we would like to give some advice on this issue. The following outline is accorded by the facility’s user committee.

Acknowledgements or co-authorships are important for core facilities as they provide an indicator of the value of a facility and, as such, facilitate raising financial and political support in the future.

The main principles you usually apply for scientific collaborators should not be different for facility personnel. Still, the final decision resides with the principal investigators to acknowledge the facility services, even if the recommendations below are not fulfilled.

Acknowledgement seems appropriate for any service extending standard training routines or standard troubleshooting services. For example, if the facility personnel invest time to personalize experimental ideas or post-acquisition data analysis with a no longer negligible effort. Then, please mention the facility in the acknowledgement section (thank the facility personnel for valuable, specified or extended "help", "service", "advice", “support”) of your manuscript (please let us know when you do so!).

Co-authorship is appropriate if a facility team member performs advanced data analyses (e.g. programming macros/plugins for later analysis), (co-)develops novel resources or methods (e.g. preparation or staining protocols, specialized instrument setups), significantly contributes to creation or adaptation of finally successful experimental designs, personally acquires images or contributes significantly to any other important part of the publication. Conclusively, if any of your data presented (images, tables, charts), would not become published without the help of any biooptics facility team member.
13 In House Microscopes

Five microscope systems (one in each floor + teaching microscope) in the MFPL main building have been upgraded to state-of-the-art technology. They are fully motorized, host high-end CCD cameras and are fully equipped for fluorescence/brightfield (some also for phase/DIC) imaging.

Irmgard Fischer is the responsible person for these microscopes: she helps in training and troubleshooting and maintenance/service.

Irmgard Fischer; Facility Technician; Rooms 5.528/5.530; Tel. ext. 52866; Irmgard.fischer@univie.ac.at

Detailed description and configurations of the respective microscopes can be downloaded from the BioOptics homepage: https://www.mfpl.ac.at/research/scientific-facilities/biooptics-light-microscopy.html
14 Privacy Policy and Data Protection

In line with the newly enforced General Data Protection Regulation (GDPR; valid by May 25th, 2018) we would like to inform you about the data policy we follow in our facility.

The policy describes the data the facility will/must (potentially) collect. In this sense, personal data includes information which either identifies you (name, address, email, telephone number) or the data you produce in our facility. Personal data will be collected by the facility throughout the whole training routine (e.g. lecture attendance, user and laser safety confirmations). You understand that all relevant registration/training/confirmation data are saved electronically and/or in an analog (print) format. Please confirm you understand that personal data (name, phone number, email) are provided for registration purpose and booking processes via the Intranet. Any of these data will not be provided to any third party, except it is legally mandated by the GDPR or any hierarchically outranked law/act/statute or statutory requirement.

How far users “personalize” their data folders/data description produced at facility instrumentation depends on the user itself. You herewith confirm that you understand that the imaging data will not be saved in a user restricted manner and can potentially be seen and handled by any registered user and the facility personnel.

Personal data you (may) provide when using facility equipment:

- Contact information such as name, business address, phone number, email address
- Registration information such as usernames and passwords

Personalized information may be requested/required in one or more scenarios, as detailed below:

- Standard communication channels (phone, email)
- Information flow via mail distribution lists
- Booking cancelations and information to other registered users
• approaching facility administration/personnel for help
• instrument usage/ data production
• instruction confirmations
• data saving
• data storage
• issue reporting
• non-anonymous surveys
• training registration
• facility teaching activities
• “face-to-face”-meeting (one on one meeting especially with PIs)
• workshop and demo attendance/registration

Your personal data will be saved as long as you are a registered user of the facility. Imaging data at servers will be automatically deleted after 6 month.

At any time you have the right to inspect the personal data we have/store and get copies thereof. Any change of our privacy policy will be announced and you must renew your consent given.

By signing the “Training Confirmation” you ultimately agree to the privacy policy and data safety regulations of the central facility biooptics-light microscopy.

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