

Microscope Facility

Physiology Building, Room G4
725 N Wolfe Street
Baltimore, MD 21205-2105
Phone 410-614-6890

Email microscopy@jhmi.edu

<https://microscopy.jhmi.edu>

User Enrollment Form

User/Trainee

User First & Last (Family) Name:

User Jhed:

User Phone Number:

User Email Address:

Lab Group

PI First & Last (Family) Name:

PI Jhed:

PI Division: SOM BSPH BSPH Other

PI Department:

Payment Information

Budget Internal Order Number:

Budget Contact: C/O:

Budget Contact Mailing Address: Campus Bldg/Rm

Budget Authorization

User Agreement

Please read *Rules and User Responsibilities* (on reverse side) before signing below.

I will abide by Microscope Facility rules regarding Facility equipment handling and reservation policies. I understand that I will incur financial penalties if I violate them or if I damage any Facility equipment.

x

USER'S SIGNATURE

x

DATE

Training appointments or other services may be canceled or rescheduled if payment information (or authorization) is not provided. If costs should be charged to a 10-digit cost center number (instead of an internal order number), please include the 10-digit fund number as well.

Rules and User Responsibilities

This list of rules is meant to identify the most egregious behaviors, but it cannot enumerate everything to ensure good citizenry in the community. The Facility reserves the right to revoke a person's certification should they repeatedly damage equipment, flaunt safety issues or flaunt Facility procedures.

Policies for Self-Use

- Microscope Facility users are not allowed to operate (or book) equipment without Facility staff supervision or certification.
- Only active certified users (with no lapse in usage) can book equipment time.
- Active certified users should not book equipment time on behalf of another.
- Certification is specific for each instrument and is not certification for other instruments at the Facility.
- Do not book more equipment time than needed.
- Cancel booked time asap, to allow others to use the equipment productively.
- **Special reservation rules apply to self-use on the laser-scanning confocals (Zeiss 700, 710NLO, 780FCS, 800, 880) and TEMs (Hitachi, Talos):**
 - TEM or laser scanning confocal users can book no more than 10 hours a week of prime-time (Monday-Friday 9am-6pm). Prime-time restrictions will be relaxed within 2 days of a vacancy.
 - TEM or laser scanning confocal reservations must be cancelled asap. Last-minute cancellations via the online calendar will no longer be allowed.
- If equipment malfunction is proven to be responsible for an unproductive session, make a logbook entry describing the malfunction and email microscopy@jhmi.edu thus informing both staff and subsequent users.
- If there's a long lapse in your equipment usage, you will not be allowed to book time or use the equipment. Contact us to reactivate your access.

Equipment Use and Care

- Do not swap accessories (e.g sample holders, stages, fluorescence cubes, microscope objectives) between microscope stations within the Facility.
- Inspect and clean the lens with lens cleaner and lens paper — never with Kimwipes or with an ammonia-based cleanser.

Borrowing Equipment or Accessories

On very rare occasions and circumstances, equipment or accessories may be borrowed from the Facility for a maximum of 24-hours at no charge. Subsequent time will accrue fees. Removal of equipment or reagents from the Facility without authorization from a Facility staff person is forbidden and grounds to revoke user certification.

Data Management

Because of finite capacity, we can only guarantee that data created in a rolling window of the last 3 months won't get deleted from the Microscope Facility Server during cleanups. This window should be sufficient time for users to transfer their data onto their own storage devices elsewhere, while allowing enough space for storing new data.

Laboratory Safety

- Chemically-fixed pathogens (e.g. fixatives) for electron microscopy are permitted.
- Advanced permission by the Facility is required for the use of toxins. If permitted, the user must record toxin (and concentration) in the microscope logbook so that subsequent users can be made aware.
- Radioactive material and live pathogens (e.g. bacterial, microbial, or viral) **ARE NOT PERMITTED**. We have no biosafety cabinets, and hence no clearance from OSEH for either.

Basic Guidelines for Laboratory Waste Disposal

Type of Waste	Example	Container Type
Office Waste	coffee cups, food, used lens paper	clear/black plastic bag
Sharps Waste	coverslips, glass knives, glass slides, razor blades	red container for sharps
Biohazard Waste	pipette tips, media bottles, tissue culture dishes (growth media must be bleached at least 5 minutes and decanted into laboratory sinks before discarding)	Biohazard box with red bag

For a comprehensive detail of these guidelines, refer to the Johns Hopkins Safety Manual, Policy Number HSE 805.