

Molecular Imaging Platform Rules

1. Users **MUST** be **trained** by the platform staff or the system company. **Users are not allowed to train other new users.**
2. Users can only work on instruments they have been trained on.
3. General **training sessions** are scheduled for 3 hours after an initial consultation with platform staff to determine which instrument is suitable for the user's project. General training sessions will be scheduled within 1 week and specific training sessions within 2 weeks. Users are required to bring to the training session a sample they will be using for their project. This makes the training more specific to a given application and helps address specific sample issues.
4. **Priority** will be given in the following order:
 - RI-MUHC Users
 - McGill Users
 - Outside Users
5. Users are to **reserve** instrument time via the online booking system **iLab Solution**.
6. Each microscopy session will be limited to a maximum of 3 hours during regular working hours (from 9am to 5pm) with a limit of 2 sessions (total of 6 hours) per week. **If there is a need for longer or after-hours access to the equipment, please contact the facility staff.**
7. Changing or cancelling a reservation must be done at least 24 hours prior to scheduled time. If you are unable to reserve a session via iLab, please contact the platform staff.
8. The **minimum** booking time is **one hour** (the system needs to warm up at least 15 min). Even if you need the instrument for a short period of time, you have to book the instrument for one hour.
9. At the end of each session, users must **sign in the log book** and indicate: the date, user and PI name, start and end time and the meter reading of the X-cite lamp after use. Please note that the **entire booked session will be charged** in the event that: the user forgets to cancel a reservation; the user cancels less than 24 hours prior to reserved time; the actual usage is significantly less than the time reserved.

10. **If users do not show up during the first 30 min of the booking slot, the instrument is considered available for others to use.** As per statement 9, the user will be charged for the time booked.
11. **ONLY** users **with prior approval** will be permitted to use the equipment **after-hours or weekends.**
12. **Users will NOT be charged** if the equipment is **not functioning.** Please inform platform staff immediately (in person, or by email) if there is a problem with the equipment.
13. **If** you have any questions or need technical assistance, please ask platform staff. **DO NOT** attempt to troubleshoot (adjust or repair anything you don't understand).
14. Users **MUST strictly** follow the **startup and shutdown procedures** posted on the wall during facility usage. It is the responsibility of the user to read the posted rules or information specific to the instrument used.
15. When finished, users **MUST** also **clean up**, and put everything back in place (immersion OIL, ethanol, lens paper, stage adaptors etc.).
16. Data may be temporarily stored on the facility computers for **up to a month**, but only at your own risk. The best way to transfer data from our computers is with a non-encrypted USB key or external hard drive.
17. **No food or drink** is allowed in the microscopy rooms.
18. Samples at or above **biohazard Level 2** will **not be allowed** in the facility. (Very dangerous, e.g. Ebola, airborne pathogens)

Proper acknowledgment provides a visible measure of the impact of the RI-MUHC platforms and could be useful in the future for the acquisition of new instrumentation and essential for our continued funding.

Please remember to generously acknowledge the RI-MUHC Molecular Imaging Platform in your publications and presentations that include images taken in the platform.

Example:

“This work was performed with the support of the RI-MUHC Molecular Imaging Platform”.