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”.