

## New User Registration – Bioimaging Unit – University of Haifa

Full Name: \_\_\_\_\_ PI Full Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please read the Bioimaging Unit policy and sign below to accept all terms:**

### **General**

- Successfully undergoing individual training program is mandatory in order to use the equipment independently. The training program duration depends on the trainee's progress. Final approval to work independently is subject to the decision of the unit's head Boris Shklyar. For details and coordination of a training program, please contact the unit's head.
- Before the first training session, please fill-in this registration form and obtain the approval and signature of your PI. Bring the signed form to the first training session.
- Prospective users must register on the booking website (<http://scilab.haifa.ac.il/Microscopes/pages/portal/index3.php>) before the first training session.
- Any usage of the equipment must be booked in advance on the booking website calendar (the link above) via user's personal account.
- Access to the unit for authorized users is possible with personal magnetic card only, which can be obtained upon request.
- The operation of the equipment must be strictly followed according to the instructions given during the training program.
- Before leaving the unit, the user must contact the following registered user (see contact details at the booking calendar) to verify his/her intent to use the equipment. If the registered user wouldn't arrive or no users booked, the current user must follow the procedures to shut down the system.
- Any malfunction of the equipment should be reported immediately to unit's head: 04-8280794, [bshklyar@univ.haifa.ac.il](mailto:bshklyar@univ.haifa.ac.il) (cell number will be given during the training).

### **Data, Backup and Archiving**

- The Bioimaging Unit is not responsible for the user's data saved on the local or network drives. The users are responsible to backup and archive their data.
- Data will be periodically deleted from the local drives with no notification.
- The use of USB devices is prohibited on the unit's computers.

### **Usage-Fees Charging**

- The services are available to all University departments, as well as to external (academic and industry) researchers according to the published fee rates.
- The charging for the services will be done quarterly for University users and monthly for external users.

### **Acknowledging Bioimaging Unit**

Please remember to acknowledge the Bioimaging Unit in your publications. Mentioning our activity justifies our existence and improves our ability to further develop the unit in order to provide you with the up-to-date imaging resources.

## **Safety**

### **General**

- Users must follow the University of Haifa safety regulations.
- The unit's door to be kept closed always.
- Eating or drinking are forbidden in the unit.
- A phone for use in emergency calling any phone number is located on the table at the entrance to the unit.
- In any exceptional event or urgency, please contact the University's Emergency Hotline: 7000 (internal) or \*2360 from any cell phone and unit's head immediately.

### **Biosafety**

- Bringing in of live pathogens to the unit is prohibited.
- Users must notify unit's head before arriving the unit if they intend to work with live (not fixed) mammalian/ human cells/ tissues, bacteria, and viruses.
- Users must leave the equipment and surrounding clean and dispose biohazardous/ toxic waste and sharps in their labs.

### **Laser Safety**

- The microscopes are equipped with Class 3B or Class 4 lasers. Direct or reflected illumination of eyes or skin is potentially harmful.
- The systems are designed to prevent accidental illumination, hence regular operation of the microscopes does not require any protection.
- When the microscopes are under maintenance, users are not allowed in the room.

### **After Hours Working**

- Working hours of the Bioimaging Unit are from 09:00-17:00 (subject to daily fluctuations, holidays, conferences, seminars, etc.).
- Access to the unit for authorized users is possible after hours with personal magnetic card.
- Working after hours is at the user's responsibility.

**There will be no possibility to start training/ working at the Bioimaging Unit before submitting this form signed by your PI.**

I, \_\_\_\_\_, (prospective user's name) confirm that I have read the policy and accept its terms: \_\_\_\_\_ (signature).

I, \_\_\_\_\_, (PI's name) allow the prospective user signed above to undergo training and to use the equipment of the Bioimaging Unit: \_\_\_\_\_ (signature).