

These guidelines ensure that everyone's day is smooth and trouble-free. If you have any special requirements, suggestions or simply when in doubt, just ask directly or via email.

(microscopia@igtp.cat).

General

- Introduction to microscope setups by the Platform staff is compulsory for every new user (novice or advanced) prior to being able to book the systems.
- If you cannot remember how to operate a system you were already introduced to, ask for a refresher training.
- When publishing or presenting any work with data generated on Microscopy Platform systems, please correctly acknowledge the "IGTP Microscopy Platform" as specified by IGTP Affiliations Guide 2022, Section 3.1, page 10.
- Please inform the staff of any publications featuring data generated on the Microscopy Platform, so it can be featured in the Platform Newsletter.

Booking

- Microscope booking via Kanri is mandatory, even if it is not being used by anybody else.
- Minimal booking time slot is 30 minutes.
- Maximum booking time per user is 4 hours total per day & 12 hours per week. For exceptional circumstances, please contact the staff first.
- When booking the system, if you are using common account or your IGTP account to book the machine for someone else, please put the name of the user in the "Observations" field. This is especially applicable to accounts which are used specifically for bookings by multiple users or groups.
- Please contact the staff to cancel any erroneous bookings and try to avoid short notice cancellations

Before you start

- Wipe off dirt and smear from the sample coverslips using lens tissue.
- Check which immersion media are required for each lens you use, before you add any medium (oil, glycerol or water). If applicable, make sure that corrections collars are properly set on the objective. If you don't know how to do this, please ask the staff

When working

- Never put oil or any other immersion media on dry immersion objectives.
- Use moderate amounts of immersion oil (1 drop) per sample and immediately remove oil spilling over the objective rim.
- Be mindful of the amount of oil on the immersion lens when changing the samples and wipe the excess off before it overflows.
- Be mindful of the automated XY stage position to avoid crashing it into the objectives. This is especially relevant when using oil immersion objectives or multi-well plates with the high skirt.

After you finished

- Clean immersion media from every lens used with the provided Lens Tissue ONLY.
- Clean immersion media from the stage holder.
- Do not keep your data on the local (C: drive) user folder or on the desktop. Save it to network locations (SSR, Public or Private space) or dedicated local DATA drive (e.g. E:\)
- The use of USB Flash Drives is not permitted on microscope computers for the data transfer. Please transfer the data off computers via network only.
- IGTP Microscopy Platform provides temporary data storage space on microscope computers, but it is not responsible for users' data. It is every user's responsibility to secure their data according to requirements of their project.
- Any incidents should be reported to the staff, either in person or by e-mail.
- Check the reservations page to see whether somebody is booked within 2 hours after you.
- If you are the last user of the day, switch off the equipment according to the provided instructions. Clean up the workspace from any residues and do not leave any samples behind.

Thank you for your cooperation and happy imaging,

Jakub (jchojnacki@igtp.cat)