

## Multiscale Microscopy Core (MMC) Policies (2020)

- Users will be billed for the time they reserve on the instrument, so please schedule instrument time judiciously. If you show up late, not at all, or you leave early, you will still be billed for the full time you were scheduled.
- Please email MMC@ohsu.edu with any reductions or cancellations of your reservations at least a week in advance. This will allow someone else to schedule.
- If you decide to cancel/shorten a weekday reservation you have made and provide MMC staff with less than 48 hours' notice, you will still be billed for the original reservation, as it is too late to give the time to another user.
- If you decide to cancel/shorten a weekend/holiday reservation you have made and provide MMC staff with less than a week's notice, you will be billed for the original reservation, as it is too late to reschedule another user.
- 30-minute rule: Reserved time may be forfeited if a user does not begin within 30 minutes of their scheduled start time. The instrument will be made available to others.
- Scheduled start times and stop times are strict. Do not start early or run over your time. If another user is scheduled after your appointment, you are expected to vacate the equipment promptly at the end of your scheduled time. If it seems as though another user is not scheduled after your time, you must check with MMC staff to extend your reservation.
- Any instrument use, including ancillary instruments (Vitrobot, Carbon Coater, Critical Point dryer, microtomes, Glow discharge unit, etc.) must be entered in the appropriate log books and iLab calendars if applicable.
- Problems involving any of the equipment must be reported to MMC staff members; this will help ensure immediate repairs. Please do not attempt to repair the equipment on your own.
- Instruments, and all parts, must be cared for as instructed during training. Abuse of any of the instruments/parts will result in potential loss of user privileges.
- Problems after hours: **TEM Tecnai**: Turn the filament and high tension off and close the column valves. Please contact or send an email to Steven or Claudia. **SEM/Dual Beams**: set the instrument into sleeping mode. Please contact or send an email to Jessica, Erin or Claudia.
- Training can only be done by a MMC staff member. No one else is allowed to train you to use the microscopes or ancillary instruments. Please contact our MMC staff about training.
- We will not be responsible for storing your samples. Any samples older than 30 days will be disposed of. If you need your samples stored for more than 30 days, please email MMC.
- Data more than 30 days old may be removed without notice. Our policy is that data will only be stored in the MMC for 2 weeks. During that period, the user is responsible for retrieving their data.
- If a MMC instrument is fully scheduled, the EM steering committee, in collaboration with MMC staff and the instrument's user group, will review proposals for access priority.

- If MMC services are used to generate data for a publication, we ask that you please acknowledge the MMC (as below), and send a copy of the final publication (poster/paper) to MMC@ohsu.edu:
  - "Electron microscopy was performed at the Multi-scale Microscopy Core (MMC) with technical support from the OHSU Center for Spatial Systems Biomedicine (OCSSB)".

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PI Signature

User Signature