ALM Core Modified Level 2 Operations
Our policies are subject to change, concurrent with OHSU policies.

Staff availability. Per OHSU-wide guidelines, core staff will telework as much as possible and come to campus only for needed hands-on activities. We no longer offer walkup, in-person support, but we can be reached on our cell phones and can connect to computers and workstations for remote support. **Our regular support hours are 9am to 6pm on weekdays.**

Stefanie 503.729.1991	Brian 971.645.9908
Crystal 971.930.5487	Hannah 503.528.6620

When justified by modified work hours due to OHSU modified operations, core staff are available for off-hours and weekend assistance; please send your request by email at least 3 days in advance. For urgent matters at off-hours and on weekends, call 503-729-1991 (text if Stefanie does not answer). Please do not use email for off-hours urgent requests.

Equipment access. Occupancy in microscopy rooms must follow OHSU's physical distancing policies. To prevent crowding, calendars for the instruments in LBRB 478, LBRB 476, and KCRB 3161 will either be linked for restricting use to a single instrument at any given time or will be managed by core staff. Note that some instruments will remain inaccessible to users until we return to Level 0.

Usual access	Restricted access (linked to another instrument)	Core staff only	Offline until Level 0
LSM 880 Fast Airy (KCRB)	LSM 980 (LBRB)	Slide scanner 'Marathon' (KCRB)	Axiozoom (LBRB)
Zeiss Spinning Disk (KCRB)	Apotome (LBRB)	Slide scanner 'Sprint' (KCRB)	Axiozoom (KCRB)
CoreDv (LBRB)	LSM 900 (LBRB)	Lightsheet (KCRB)	Invert (LBRB)
Celldiscoverer (LBRB)	Nikon Spinning Disk (LBRB)	IncuCyte (LBRB)	
Elyra (LBRB)		Tissue clearing (KCRB)	
LSM 7MP (LBRB)			

Workstation access. At our Marquam Hill location, only one workstation at a time in LBRB 481 will be accessible for in person use. Please follow the instructions in iLab carefully when making a reservation to physically work in LBRB 481. All workstations will also be available for remote access from your desks at work or from home. Reach out and we will send you step-by-step instructions on how to get set up for remoting into our computers.

Slide scanning services. Due to room occupancy restrictions in KCRB 3161, core staff will execute all slide scanning going forward. Please request all slide scanning jobs using the form in iLab. Estimated turnaround time is 1 week (5 business days) after approval of the submitted form in iLab, or sample dropoff. ALMC staff will courier slides to and from the hill on Wednesday each week. Users on Marquam hill should plan their experiments accordingly.

User access and recertification/training for unsupervised use. Although most trained users had 24/7 access prior to the lockdown, _all_ trained users will have to schedule their first use on any instrument with remote staff support. The purpose is so we can instruct you about the modified scheduling etiquette, educate about proper

cleaning procedures, and evaluate your recollection on how to run the system effectively and safely after the prolonged gap in access. Your access to equipment calendars in iLab has been altered to reflect the need for staff support. For recertification, please follow the instructions on the reservation screen carefully to link your reservation to an available staff member and schedule for at least one hour. Disregard the charged rate as it reflects both instrument and staff charge – we will adjust the cost post-reservation to reflect only peak instrument rate.

Newcomers to the facility and users who request cross-training on another instrument have to provide written usage plans over email prior to consideration for training. Expect trainings to be a multi-step and multi-session process as safe operation of our instruments requires good muscle memory that is easily lost with infrequent and sporadic use. We will follow the framework of our pre-covid policy for training, outlined in our "Becoming a user at the USR Advanced Light Microscopy Core" document with appropriate modifications for social distancing. Advancement to unsupervised use is at the discretion of the trainer and is granted on an individual basis. Training incurs peak instrument and staff charges.

Recertifications and trainings will occur remotely. We will use WebEx and/or ConnectWise on the acquisition computer to watch your software interactions. However, our microscope computers lack video cameras. Thus, please be prepared to bring a smartphone or another device to further connect with us through WebEx or MS Teams to guide your interactions with the hardware. Hands-free cradles and charging devices are available at each microscope. We will send further instructions once you have scheduled a recertification or training.

Access and cleaning. Prior to your first instrument use, we will send you step-by-step procedures for accessing our area and how to prepare for your support session. We will discuss and answer any questions when we connect with you remotely.

Scheduling. To allow our core staff to maintain calendar oversight, you must **book at least 24 hours in advance**. In addition, you **must include time for cleaning** with your reservations. The reservation start and end time will be strictly binding – data transfer must be finished, proper cleaning performed, and you must vacate the instrument room without overlapping with the next user. Non-compliance is reportable and can result in revoked access. **You can only make reservations for yourself, and reservations are non-transferable. You are not allowed to bring any observers with you.**

Staff-assisted data acquisition services. Throughout Level 2 operations, we urge all users to schedule their sessions with staff support and to rely on our expertise in running our equipment efficiently. We can run the instrument for you while you direct us remotely for image selection in your sample, or you can instruct us how you would like the sample imaged and we will execute your request without you. You can request this service through forms in iLab. We will charge only peak instrument and **no staff charges**.

Staff-assisted data analysis services. We can provide you with data analysis services through telework. This will incur the usual workstation and staff charges.

ADVANCED LIGHT MICROSCOPY INSTRUMENT ACCESS @ LEVEL 2

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PLAN AHEAD –

- Make your reservation at least 24 hours in advance. No walkups are allowed and cancellations must happen at least 72 hours prior to start of your reservation. Please include your cell phone number in your reservation details to allow for last minute communications.
- Include in your reservation block at least 5 min of setup time, <u>any and all data transfer</u>, and at least 10 min of cleanup time (see below).
- As usual, check the iLab calendar for upcoming use that day/evening and shut down equipment only if you are the last user of the day. <u>Check evening hours</u> – many users have shifted work schedules!
- iLabs automatically adds a 15 min gap time to the end of your reservation – this time is a safety measure to allow for air exchange in the room. **Do not overstay the end time of your reservation**. Overlap with the next user is not allowed. <u>Non-compliance is reportable</u> and can result in <u>revoked instrument access</u>.

PROTECT OTHERS AND YOURSELF –

- Where present, flip occupancy signs on doors before entering and when leaving.
- Wear masks at all times and sanitize/wash your hands after entering any room.
- If working with an instrument with eyepieces, protect yourself from conjunctival transmission. We suggest wearing safety glasses or covering the eyepieces. You will find glasses in disinfectant baths in equipment rooms with sinks. Rinse with water and dry before use. If you bring your own, disinfect prior to use.
- Before touching anything on or near a setup, wipe surfaces with Kim wipes soaked in disinfectant or 70% alcohol. Do not spray surface directly - but spray on wipes - to prevent aerosolizing virus. Please use disinfectant, and not alcohol, for plastic and Plexiglas enclosures! Our computer keyboards, mice, and mouse pads are washable – so, clean away!
- Place sample on scope and apply immersion oil as usual, but keep a mental note of what you touch to include in your cleaning regimen at the end.
- Whenever using immersion media, clean all used lenses as previously instructed.
  - Dab excess from top of the lens with lens paper.
  - Gently wipe front lens with cleaner-soaked lens paper.
  - Dry with lens paper.
  - Wipe sides of objective with 70% isopropanol pad if oily and dry with Kim wipe.
- After removing your sample and cleaning all used immersion lenses, safely remove cling wrap and discard. Soak Kim wipes in disinfectant spray and wipe all knobs, handles, cage doors, tilt arm, and other items you've touched, including immersion media bottles. <u>Do not spray equipment!</u>
- Wipe down table tops, computer keyboard, mice, and mouse pads with wipes soaked in 70% ethanol.
- Before leaving the room, return glasses to disinfectant baths if used and wash/sanitize your hands.

BE MINDFUL –

- Make sure all trash drops in the bins.
- Double-check that you have picked up all your samples and belongings before leaving.
- Please, <u>do not take what is not yours</u>.