

## CRAG Microscope Service. Users guidelines.

CRAG Microscopy Service is a multi user platform, in order to provide an efficient service for all CRAG researchers, please read the following guidelines.

- 1 -. Always book on line the specific equipment that you will need.
  - 2 -. Microscope systems in the Unit are highly complex and have very expensive pieces; it is mandatory following the corresponding theory course by the service manager the first time that you use any equipment.
  - 3 -. Timeliness is really important. The booking cancellation has to be done as previous as possible. Delete the reservation in the registry calendar and if necessary send a mail in case there are others users interested in equipment.
  - 4 -. It is important to make bookings without gaps between users.
  - 5 -. It is important to follow the instructions on and off the equipment.
  - 6 -. By working with microscopes ALWAYS MOVE SLOWLY AND CAREFULLY any MICROSCOPE PART, the confocal microscope pieces are really expensive and delicate.
  - 7-. While you are working, in case of doubt or problems, consult immediately with the service manager.
  - 8 -. Do not use toxic substances/contaminants on equipment.
  - 9 -. Microscopy is a clean room, never work with gloves on microscopes. Only the sample will be manipulated with gloves on designated areas in the laboratory benches.
  - 10 -. After using the microscopes:
    - a. Cleaning the optical and mechanical elements. To take out the IMMERSION OIL from the objectives use dry Cleaning paper from green box.
    - b. Remember to copy all the files in the server and log off the user session. The files are kept on the server up to one year since its creation.
    - c. Annotate on the book the hours of use. Annotate of possible incidents.
    - d. Turn off and cover the equipment. Always checking if there is no user booked later, and please get in touch with him.
- (\*)If someone forgets any microscope on overnight or during the weekend will have to afford all hours.