

Guidelines

In order to make working in the OLMA@MBC as easy, convenient and fair as possible for everybody, it is necessary for all users to follow some principle rules.

Access

- Every instrument in the facility is open to both members of the University of Turin and external users.
- All users must be trained by OLMA@MBC staff to use the microscope(s).
- We welcome new users of any level of microscopy experience and training is tailored to your needs.
- Our approach is to teach people what you need to know to get using the microscopes quickly; please ask in the future if you want to learn more.

Booking

- Booking of the microscope before use is obligatory. Please provide these data: Name, Group (full name of the PI), Phone number.
- The online booking system is also used for recharging. Therefore, the booking time must correspond to the actual usage time, i.e. if usage is longer than expected, the booking must be updated accordingly to make the change visible to other users.
- You are responsible for the system while you are booked.
- Do not reserve the systems for more than 2 weeks in advance.
- You can book up to 4 hours per day during business hours (8am -8pm) or long-term experiments between 8:00 p.m and 8:00 a.m. and during the whole weekend.

Cancellation

- If you need to cancel your session, please delete your reserved time on the booking calendar as far ahead as possible.
- If you cancel your session less than 24h before, please send an email to utenti.mbc@unito.it to inform other users.
- If you fail to cancel your reservation and don't use the machine, the charge is made for the entire reserved time.
- If you delete the last booking on the day, ensure that the system is switched off; the person before you will leave the microscope on if there is someone booked after them.

Before you start

- Check the equipment for any obvious damage.
- Wipe off dust and smear from the lens and the sample cover slip using lens tissue (soaked in ethanol if required).
- All HBO lamps must be kept on for 30 min minimum and need to cool for 30 min before being reignited

While working

- Check which immersion media are required for each lens you use, before you add any medium (oil, glycerol, water, air).
- Use moderate amounts of immersion media.
- Immediately remove immersion media spilling over the objective rim.
- Clean immersion media from lenses with a dry lens tissue every time you change slides. Slides should also be cleaned by a dry tissue.
- Please don't forget to switch off devices not needed during long-term experiments like the HBO lamp on confocal systems.

After you have finished

- Clean immersion media from every lens you used with a dry lens tissue.

- Leave the microscope and room clean and ready for the next user.
- If you finish more than 30 min early contact the next user.
- Check the online booking calendar at the end of your session; leave the system on if someone is booked next, otherwise turn it off.
- It is very helpful to us if you can report any problems with the microscopes

Data

- Any images left on the computer hard-drives are unsafe and may be deleted without warning if space is required for experiments.
- Any files on any computer should be in a folder with full name (please don't use the desktop or "my documents")
- Transfer your data to a safe location as soon as possible after acquisition.
- Please don't leave behind copies of your files because the servers/computers quickly get over-loaded by the volume of image files produced.
- We understand sometime it is useful to store a reference file (e.g. to reload settings) so it is fine to keep permanently a small volume of data.

Publication Policy

We appreciate your use of our facility and ask that you please acknowledge the OLMA of the Molecular Biotechnology Center (MBC) in all publications derived using OLMA@MBC microscopes or support in image and data analysis.

'We thank the Open Lab of Advanced Microscopy (OLMA) at the Molecular Biotechnology Center (MBC) for support.'