

Blatt Bioimaging Center policies

359 Life Sciences Complex

Training

1. Each user must be trained by either Dr. Hehnlly (hhehnlly@syr.edu) or Mike Bates (Hehnlly lab, mbates@syr.edu) on the required instrument. Training will take 1 – 2 hours depending on prior experience. Under certain circumstances, if lab being trained are expert users, PI can opt for a short training and then be responsible for training of all their Lab's users. This has to be clearly understood and documented through Dr. Hehnlly or Mike. User training will include:
 1. discussion of experimental needs and prior knowledge and experience;
 2. second training session we will have someone available to assist if needed
 3. Expert user privileges can be revoked at any time upon multiple infringements of the policy
2. All users must complete the biosafety awareness training prior to training on any instrument.
3. All users/laboratories using live animals/biohazardous samples for imaging must have an approved IBC protocol prior to training on the required instrument. Please be aware of the [Syracuse University Biosafety Guidelines](#), and contact Tim Coughlin tmcoughl@syr.edu for any additional information or questions.
4. Contact Mike or Dr. Hehnlly to set up training on an instrument.
5. After, training is completed and documented through Dr. Heidi Hehnlly or Mike Bates, users will be granted access to spaces associated with instruments they were trained on. Room access requests should only be given through Dr. Hehnlly, or Mike.

Scheduling

1. Schedule instrument usage through [the reservation calendar](#) using your Syracuse University credentials to log on.
2. Peak hours are from 9 a.m. to 6 p.m. weekdays. Off-peak hours are from 6 p.m. to 9 a.m. weekdays, all day weekends and holidays. Current pricing can be found on the [Instruments page](#).
3. If you are unable to attend your scheduled time, please cancel your appointment at least 24 hours in advance, so others will have the opportunity to use that time. Cancellations made less than 24 hours before session are billed at half the rate. No cancellation charges will be billed to users due to extenuating circumstances.

4. "No-shows" are billed at the full rate. Repeated no-shows and intentional disregard of warnings may result in suspension of user privileges. No cancellation charges will be billed to users due to extenuating circumstances.
5. Sign-up slots may be cancelled at any time to schedule needed maintenance or repairs.

Equipment usage

1. Use of the Blatt Bioimaging Center is a privilege and can be revoked. Access to acquisition computer systems will be activated only after successful completion of training sessions. Users will use a designated login that will be discussed during training.
2. No food or drink is allowed in the bioimaging center at any time.
3. No installation of software is allowed onto any acquisition computer.
4. If you have any questions, please email Dr. Hehnly or Mike.
5. Please contact us immediately with any instrument glitches or malfunctions. Do not leave unidentified problems for the next user.
6. Please follow the shut-down procedures and make sure that all equipment is turned off properly.
7. Clean up your workspace and any oil or water objectives you used when you are done.
8. Do not leave specimens or samples in the Blatt Bioimaging Center. There are bins for disposing of biohazardous and sharps waste in the facility.
9. All posted safety procedures and waste disposal policies must be followed.
10. All PIs are responsible for usage charges accrued by their lab personnel according to the Blatt Bioimaging Center's website.

Hazardous materials and waste policy

1. The Blatt Bioimaging Center is a shared laboratory and designated BLS-2 facility. [Download the instructions and guidelines \(PDF\)](#).
2. If your samples are potentially hazardous to people or the environment, you are responsible for following all safety procedures necessary to contain your samples. Clean and disinfect the workspace when you are done. Please notify us by emailing mbates@syr.edu and hhehnly@syr.edu and calling the Department of Public Safety at 315.443.2224 about spills/significant release of biohazardous material that are potentially hazardous to other users or to the equipment and leave the room.
3. Do not put biohazard waste in normal garbage cans. Use the biohazardous containers provided for microscope slides, coverslips, pipette tips, culture dishes, and tubes.
4. **All samples and packaging must be taken with you when you leave.**

Data management

1. Do not save images on the Desktop or C:\ drive of acquisition computers.
2. Any images saved on an acquisition computer may be deleted when space is needed. Please make sure that all of your data are copied to the SU Network Imaging Shared Folder before you leave. Data will be deleted off the computer at the end of each week on Friday
3. If you are unable to copy your data to the Network Imaging Shared Folder, Please bring a hard drive with you so that data can be taken with you when you leave.

Acknowledgements to the Facility

Please acknowledge the **Blatt Bioimaging Center for use of the LSM 980** in publications and cite the shared instrumentation grant where applicable for data that was acquired in the facility.

- NIH S10 OD026946-01A1 for the Zeiss LSM980 with Airyscan2

Emergency

In the event of an emergency, please remain calm and ensure your own personal safety first. If possible, shut down all running equipment and exit the building. Notify the Department of Public Safety immediately at 315.443.2224 or #78 (#SU) from your cell phone or by dialing 711 from a campus landline.

User Print Name: _____

User Email: _____

PI Print Name: _____

PI Email: _____

User Signature: _____

Chartstring to be Charged: _____

