

User rules and regulations for using the IVIS Core Facility

General rules

Do NOT turn off the computer:

The computer must be left on when you are done. We need to run service check at night time. Turn off the screen to prevent disturbing the animals.

Your first visit at the facility:

On your first visit to 16.2 IVC please introduce yourself to the animal caretakers. They like to know who is doing IVIS experiments, and if any special precautions should be taken

Your first usage of the instruments:

All users, even experienced, must be trained by CFFC staff before any instrument can be used. Therefore, a new user will always start with full support.

Repeated violation of the rules or misuse of the instrument may result in withdrawal of user access to the instrument, either temporarily or permanently.

The user has full responsibility for breakdowns due to mishandling of the instrument and will be asked to pay for spare parts and service hours to correct the issue.

Opening hours and access to CFFC:

Since CFFC is always open, always make sure to close the entrance door properly.

Users are responsible for whom they allow into the core facility.

Food, drinks and cleaning:

Food is not allowed in the animal facility. Leave the rooms at CFFC clean and ready for the next user. Notify the staff if the Core Facility's areas are unclean or messy.

Safety in the facility

General concern:

Use of biological and chemical substances cannot be avoided in the facility, but you must avoid putting anyone using the facility in danger.

!!! If in doubt, ask before you start !!!

Lack of proper conduct:

If the rules regarding biological or chemical materials are violated, proper conduct with GMO2 material is lacking, or if there is no valid permit for GMO2 work, we will take immediate action. The user may lose access to the facility and/or be reported to PI and biosafety officer.

Booking and cancellation

Online booking:

In order to use an instrument, you must book time by using the online booking calendar

www.flowcytometry.ku.dk/booking

You may not book an instrument for other users.

Punctuality:

Punctuality is important at all times. If you need more time than you booked, please login to the booking calendar. If the instrument is available, you may book the required extra time. If not, please e-mail us stating the duration of usage. You must aim at keeping the ratio between booking and usage close to 1.

Billing:

Billing will be based on your booked time; however, if the ratio between time used (time log on) and booked time is much higher than 1, the log-on time will be taken into account.

Cancellation:

If needed, please cancel your session in the booking calendar as soon as possible, allowing for other users to book the instrument.

Cancelling in the booking calendar is only possible up to 24h prior to your session.

To cancel with a shorter notice, please send an e-mail to facsmailbox@sund.ku.dk

Cleaning and shutdown

Cleaning:

After use, clean the instrument according to the training instructions.

If you have not received instruction or are unsure about the procedure, please contact a staff member.

Do NOT turn off the computer:

Leave the computer on when you are done. We need to run service check at night time. Turn off the screen to prevent disturbing the animals.

Report problems:

If you detect any problems when using an instrument, please report it by sending an e-mail to facsmailbox@sund.ku.dk

Support:

If you have any question regarding the usage of the instrument, please contact the staff.

Operating hours

Support between 8am - 4pm:

Please note that CFFC staff offers support between 8am - 4pm on workdays. If you require support, you can only use the CFFC instrument during this period of time. If you need full support after 4pm, please contact us at facsmailbox@sund.ku.dk. If you have "do-it-yourself" rights, you are welcome to use the facility at any time, dependent on your user status.

Data

Storage of data:

Store all data on your network drives (P: or Q:).

CFFC is not responsible for your data. Any data left on the controller hard-drive following a session is not safe, will not be backed up and will be deleted. If access to network drives are unavailable temporary storage on the controller can be allowed, but all data must be moved at first possible opportunity.

Internet access:

Internet surfing, downloads of any kind, mail check etc. is not allowed using the controllers!