

## **General Rules of the microscope room usage**

1. Please use the microscope room appropriately according to the defined 'the terms of use'. If there are unclear points that are not described in 'the terms of use', please contact us.
2. Use SECOM card when entering / leaving the room. The room analogue key is only for emergency use.
3. A security camera is working at the entrance and is recording for 24 hours.
4. The light can be turned on and off at each microscope section. Remote controller can be used. After the experiment, turn off the light of each section.

### **5. Bringing equipment into the microscope room:**

- In order to bring the own laboratory equipment into the microscope room, the list of equipment should be submitted in advance. The form has been sent to the person in charge at each laboratory. Once the application is accepted, the same equipment need not to be registered again.
- In order to bring the non-registered/additional equipment, the form should be submitted for the permission.
- In principle, any equipment brought into the microscope room should be removed and brought back to your lab with you immediately after the experiment.
- In case you need to keep some equipment in the microscope room after the experiment for a shorter/longer term, please be consulted with us in advance. With permission only, certain space could be allocated to your equipment. However, Imaging Core is not responsible for troubles such as loss, unauthorized use or damage by others.

### **6. Data storage and its acquisition:**

- Experimental data should be stored in an designated holder of

microscope PC

- After the experiment, transfer the data to your own medium and erase it from the microscope PC. If it is not done, the person in charge will erase it the day after the experiment. If you want to leave data for a while, please contact us or fill out the record sheet
- Before connect your recording medium (Flash Drive or hard disk), please run the virus check on the dedicated PC in the microscope room

7. After using the microscope, be sure to fill in the record book

### **8. Garbage:**

- Divide into general burnable, non-combustible, experimental infected waste, and throw it away to the appropriate garbage box.

### **9. Prohibited matters:**

In the case of violating the following prohibited matters, the corresponding person will be refused from using the microscope room.

- Use without reservation.
- Use outside the available hours.
- Use without attending the pre-training course.
- Eating and drinking in the microscope room.
- Taking any equipment outside the microscope room without permission.
- Lending or borrowing the SECOM card.
- Entering and/or Leaving multiple persons with one SECOM card.

### **10. Usage time and usage frequency:**

- Please reserve in the time required for the experiment.

### **11. SECOM card:**

- When a collaborating researcher (listed in the application form) wants to use microscope, it is necessary to borrow a SECOM card. Basically, borrowing and return are accepted directly by the imaging

core staff (Asahara). However, if the time and date of use is after 17 o'clock on weekdays or Saturdays and Sundays, please contact in advance. Imaging Core staff will put the SECOM card in the lending box. The person can get the card from the lending box and return it to the return box after use. Continuous lending of successive days during the period of use of the facility is allowed only when unavoidable reason.

- When the holder of the SECOM card has been changed due to a moving of lab or the like, be sure to let it know to the imaging core staff (Asahara).

## **12. Loss / broken of equipment:**

- If the equipment of this facility is lost or broken, compensation will be made at the laboratory to which the relevant person belongs. In addition, if it is found that you have neglected to contact us for loss or damage, use of this facility is prohibited.

Contact person: Ms. Masumi Asahara (Imaging Core)

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