

IRCN Imaging Core Terms of Use

【Introduction】

This agreement stipulates the use of the International Research Center for Neurointelligence (IRCN) Imaging Core (hereinafter referred to as "the facility") of the University of Tokyo Institutes for Advanced Studies. Please read and understand the following Terms of Use to the last before application to the facility and observe these terms when using it. Please understand that we reserve the right to refuse the use of this facility if there is no agreement to the Terms of Use, or if there is any violation. For cases not included in this agreement, the facility manager will be responsible for decision and if necessary, revise this 'Terms of Use' after approval by the IRCN management.

【Purpose of Facility】

The facility provides optical imaging equipment to support research by IRCN-recognized people (Lab members of IRCN PI and affiliated faculty, and designated external users).

【User Scope】

IRCN-recognized people (Lab members of IRCN PI and affiliated faculty, and designated external users) approved by the facility.

【Usage Time】

Weekdays from 9 am to 5 pm. Please contact the facility in advance regarding continuous use or outside hours (before 9 AM or after 5 pm on weekday, Saturdays, Sundays and public holidays).

【Procedure】

Laboratories who wish to use this facility may submit an application form for use every year to the facility to obtain permission for use. Applications will be renewed every fiscal year. If any changes to the contents of the application form occur, please re-submit the application form each time. In order to use each piece of the equipment, it is necessary to take a "pre-usage training course".

Use of the equipment is based on an advance reservation system. For details, please see the separate sheet "Flow of IRCN Imaging Core use".

【Usage Fees】

The first use is free. Please ask facility personnel for second and subsequent usage charges. Fees will be set by the facility manager and IRCN management.

【Reservation Cancellation】

In case of cancellation of a reservation, please contact the facility promptly. Please note that a penalty equivalent to the appointment time will be generated if it is not used without advance contact. Repeated non-use without cancellation, we lead to revoking permission of use.

【Storage and Return of Experimental Data】

① Please save experimental data in a prescribed folder on the PC connected to the microscope. After completing the experiment save the data from the PC to your own recording medium immediately and delete it from the PC with your own responsibility. The facility is not responsible for undeleted data. Facility personnel will erase data for the next day of use unless a prior arrangement has been made with the facility manager. Also, facility personnel delete data saved in places other than the prescribed folder.

② When transferring experiment data, please prepare a USB memory stick, external hard disk, etc.. Please check for viruses before connecting any external media to the PCs in the microscope room.

【Submission of Microorganism Inspection Table in Mouse Use Experiment】

When conducting mouse experiments in the facility, please submit a microorganism test table within the last 6 months from the breeding room used for keeping mice for the experiment once a year for each breeding facility. Based on the inspection table, we may refuse use.

【Notes】

① When an experimental animal escapes, capture it immediately and contact facility personnel promptly. For contact information, please see

the separate sheet "Flow of IRCN Imaging Core Use". In the event it cannot be captured, the response will be set by IRCN management.

② Please bring back all animals, cultured cells, other experimental samples and experimental effluents used in the experiment. In the microscope room, it is possible to discard only general combustible waste and incombustible garbage. Users must remove and discard medical waste, infectious waste, and experimental waste from the facility.

③ If you lose your SECOM card to enter and exit from this facility, please notify the facility promptly.

④ After use, please clean up the microscope and its surroundings and return to the state before use.

⑤ If you find a malfunction of the equipment, please contact facility personnel promptly. During the day, please call the facility. During nights, weekends, and holidays, please contact the facility by e-mail. Contact information is posted on the in-facility bulletin board. If you fail to report a malfunction, the facility reserves the right to prohibit use.

⑥ If you wish to change the objective lens or optical filters between any of the microscopes, please consult facility personnel.

⑦ If you want to try a new objective lens or optical filter etc. in the facility microscope, please contact the microscope manufacturer for consultation. If a specific matter (specification of objective lens or optical filter, date and time) is decided, please contact facility personnel. Trial configurations must be conducted with facility personnel present.

⑧ Please refrain from using the STED microscope only as a confocal microscope.

【Repair and reimbursement in case of damage】

If any damages occur to the imaging core equipment and fixture due to the handling by a user, the head of the laboratory to which the user belongs shall reimburse all or part of the repair costs.

For equipment for which repair and reimbursement costs are likely to be particularly high, such as the Ultrasound Imaging system and the Ultra-wide Two-photon microscope, each laboratory head who wishes to use the equipment must submit a written pledge in advance regarding repair and reimbursement in the event of damage.

【Prohibited Activities】

- ① Eating and drinking in the facility.
- ② Transfer of SECOM cards to other parties to enter and exit the microscope room.
- ③ Installing software on the microscope control computer.
- ④ Conducting experiments different from the allowed application (e.g., P2 experiments under a P1 application, experiments not allowed at the facility etc.).
- ⑤ Room entrance by a companion other than those who apply for the reservation or those making reservations.
- ⑥ To remove or borrow items from the facility to the outside or other laboratories without the advance permission of the facility manager.

【Taking Items Out, Bringing Items In】

- ① Taking items out: As stated in the preceding issue ⑥, we prohibit bringing out facilities' goods without permission of the facility manager. In case of violation, we reserve the right to prohibit use of the facility.
- ② Bringing items in: Temporarily bringing in equipment necessary for an experiment is allowed. Please take it back after the experiment but if you want to temporarily keep equipment in the facility, permission by the facility manager is required.

【Publication】

If you use facility microscopes and publish the research results in a paper, please use the following sentences in the Acknowledgements section (change as appropriate).

Japanese:「東京大学国際高等研究所 IRCN イメージングコアの支援に感謝する。」

English: 'We appreciate the support of The IRCN Imaging Core, The University of Tokyo Institutes for Advanced Studies.'

Also, please submit a reprint to the facility when publishing the paper.

【Disclaimer and Damages】

The facility is not responsible for any loss or damage of personal items brought into the facility by the user (including valuables etc.).

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Please understand all Terms of Use and cooperate with the operation of the facility. In addition, we will inform you when the Terms of Use are renewed. Please feel free to contact the staff if you have any requests.