This policy concerns every person using the microscopes of the facility, independently of his/her status: professor, researcher, engineer, technician, administrative, student, non-permanent staff, intern or guest.

**I Authorized users**

**New users have to contact the facility engineers to ask for an access to a microscope.
Only the facility staff can authorize or forbid access to the microscope systems.**

A specific training is necessary to access each of the imaging systems. These trainings are **only given by the facility staff**, and only trained users can book the systems.

If you don’t remember how to use the system or if you need to use features on which you wasn’t trained, ask to facility to have an additional training.

**II Internal policy**

II.1 Access and Booking

Booking is **mandatory** for all the microscopes of the facility. The booking calendar is available on the institute intranet ([*http://sites.unice.fr/site/rostagno/grr/week\_all.php*](http://sites.unice.fr/site/rostagno/grr/week_all.php)) using the personal login and password specific for the center.
External users have to contact the facility (e-mail: *marie.irondelle@univ-cotedazur.fr*) to make a reservation.

There is no restriction about the duration of each slot for the moment. If some systems become finally overbooked, some booking rules could be added in order to organize the access to the concerned microscopes of all teams.

Users can use the platform following the C3M access rules. In case there is no present engineers, only the autonomous users are allowed to use microscopes. In case of absence of the facility manager, users will be receive an email to inform them.

II.2 Use

* **Bulbs for fluorescence observation:** Once turned ON, these lamps have to stay ON for at least 30 min. After turning them OFF, one has to wait at least 30 minutes before turning them back ON again.
* At the end of their session, users have to check if there is a booking after their session before turning OFF fluorescence lamps. Users have to write down the precise time of switching OFF the illumination in the logbook.
* The last user of the day is responsible for turning off the system and locking the door of the microscopy room.
* If you are not using your slot,
* You have tto come to the microcope to switch off the system.
* you can tell it to the person before you on the booking system, like that he/she can switch off the system.

In any cases You are responsible of your slot, so You will have to take care of the device

II.3 Facility computers

**No software or update (even Windows one) have to be installed on the facility computers without the engineers advice.**

**To prevent overbooking, microscope computers are used only for acquisitions and not for image analysis. An analysis dedicated computer is available for booking in the informatics room. NB : like microscopes, this computer has to be booked before use it.**

II.4 Encountered problems

In case a problem occurs during the acquisition session, users have to notify the responsible of the platform.

1. If it’s a minor problem (computer start-up bug for instance), the user has to mark this in the logbook and can continue his/her experiment.
2. If the system is blocked, or in case of doubt on the functioning of the system, the user has to contact facility engineers immediately. They can be contacted at their office Marie Irondelle or Anne doye or by email (*marie.irondelle@univ-cotedazur.fr*)*)* or Anne Doye (*anne.doye@univ-cotedazur.fr*),
3. If an objective enters in contact with a non-adapted immersion medium, please ask to the facility to clean it properly as soon as possible.

**The system condition at the end of the session is under the responsibility of the user.**

II.5 Confidentiality of data

The user is committed not to modify or destroy any data, other than the one belonging to him/her or placed under his/her responsibility. It is forbidden to view and/or copy data from other users, even if they are not clearly protected.

II.6 Transfer and saving data

Data storage is not allowed on any of the facility computers. Therefore, at the end of the session, all data files have to be transferred to the network drive for C3M users, or transferred through a file exchange system (nephy/ ENT UNS drive) for external users.

**For safety issues, the use of external drives or sticks is forbidden on the computers of the platform.**

**If necessary, facility staff can delete data saved on facility computers without asking users permission.**

II.7 Health and Safety

* The cleaning of the workspace is under the responsibility of each user. After each session, **objectives, stages and the workspace around the microscope** have to be carefully cleaned. Instructions for the cleaning are given during the practical training by the facility staff and can be found in the user manual next to each microscope.
* **Samples and experimental material (pipettes, tips, tubes…) cannot be stored on the facility.**
* During the practical training, users are informed about the safety risks linked to the specific system used (UV, lasers etc…). Signing the training plan ensures that the users understood these risks.
* **In case of using dangerous (chemical or biological) substance on the microscopes, the user have to absolutely inform the facility before the experiment.**
* **Gloves are forbidden on the facility because of the risk of (chemical and/or biological) stain during the manipulation of the systems.**
* It’s forbidden to eat and to drink in the microscopy rooms.

**III Facility Staff**

Technical staff:

* Marie Irondelle 04 89 06 42 72 *marie.irondelle@univ-cotedazur.fr*) (technical manager)
* Anne Doye 04 89 06 42 63 *doye@unice.fr* (platform engineer)
* Mireille Cormont 04 89 06 42 34 *mireille.cormont@unice.fr* *(*Scientific staff)

**IV Charges**

Charges for internal and external users are available from the facility staff, or from MICA website [*http://www.mica-bio.fr/*](http://www.mica-bio.fr/)*.*

**V Publications**

If images and/or data acquired within the facility are used for publication, we ask you to acknowledge the facility as follows:

1. - If the material was used under “service” conditions, the facility has to be systematically mentioned in the acknowledgements as: « Microscopy facility - C3M - INSERM U1065 » with eventually the name of the technical staff particularly involved. An example of the acknowledgements is available for each system with the associated material and methods from the facility staff.
2. For requested assistance by one or several members of the facility (for example for imaging technique development, specific expertise during acquisitions, image analysis tools development), the level of participation (specific acknowledgement, or authorship) will be specifically indicated in the project application. In the case of authorship, the address is the following :

Microscopy facility

INSERM U1065, C3M

Bâtiment Universitaire ARCHIMED

151 route Saint Antoine de Ginestière

BP 2 3194 (with space after 2)

06204 NICE CEDEX 3

To help the grant applications to buy new systems, users are asked to give the facility staff all the references of publications using the platform material.

I, the undersigned…………………………………………………, admits to have read and accepted the conditions of use of the platform.

Date : …………………………………..

Signature :