

## Multiphoton and Analytical Imaging Center Ramp-up User Policies

Please carefully read and strictly follow the following policies. **Any violation will result in the immediate and indefinite loss of access to the imaging facilities (both MAGIC and CALMN).**

### MAGIC Ramp-up User Policies (Image Analysis Workstation Users)

1. You must wear a **face mask** all the time in the workstation room. You must follow the disinfection procedures before and after your analysis session.
2. **Only one user** is allowed in the workstation room all the time. Do not ask your lab mate or PI to join your imaging session.
3. We now offer remote desktop options for using the workstation off-site. Please contact Yurong Gao ([yurong\\_gao@urmc.rochester.edu](mailto:yurong_gao@urmc.rochester.edu)) if you want to analyze your data remotely.
4. **No more than 2 lab groups** can use the workstation **onsite** during a day.
5. All analysis sessions must be signed up **24hours ahead of time**. No last-minute sign up is allowed.
6. Users using the workstation remotely must also book the sessions through PPMS and follow the booking policies.
7. If there is an existing session already registered before or after your planned session, you must book with **at least a 30min gap** in between to allow the other user disinfect and exit the room. This applies to remote sessions as well.
8. Once a session is booked in PPMS, staff members will receive an email for confirmation. **Your analysis sessions will be booked only after a staff confirmation**. A staff may contact you to reschedule a session.
9. We currently only offer remote analysis training and assistance. Please contact Yurong ([yurong\\_gao@urmc.rochester.edu](mailto:yurong_gao@urmc.rochester.edu)) to schedule an appointment.

## Required Disinfection Procedures

### Before your Imaging Session

1. Sanitize your hands using the sanitizer station by the lab entrance.
2. Disinfect the keyboard, mouse, and desk area with either Clorox wipes or 70% Ethanol.
3. Use hand sanitizer or wash your hands.

### After your Imaging Session

1. Disinfect anything you touched by spraying 70%EtOH on a kimwipe or paper towel and wiping the areas. Allow to dry naturally. (DO NOT use clorox wipes on the microscope! DO NOT spray ethanol into air which may trigger fire!)
2. Disinfect the Keyboard, mouse and desk area with either Clorox wipes or 70% Ethanol.
3. Use hand sanitizer or wash your hands.

I have read and will follow the ramp-up user policies of the MAGIC facility.

**Signature:**