

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 (Imaging System Users)

1. You must wear a **face mask** all the time in the imaging room. You must follow the disinfection procedures before and after your imaging session.
2. To limit the traffic flow in the lab, **no more than 2 lab groups** can use the system in a day (First session: 9am-1pm, Second session: 1-5pm). If your session is less than 4hours, you can only book the time within one of the sessions. Long and continuous imaging experiments are encouraged. There is no upper limit of imaging time.
3. The system is currently **only available during business hours (9am-5pm)**. Exceptions can be made on a case by case basis.
4. **Only one user** is allowed in the imaging room all the time. Do not ask your lab mate or PI to join your imaging session.
5. 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.
6. All imaging sessions must be signed up **24hours ahead of time**. No last-minute sign up is allowed.
7. Once a session is booked in PPMS, staff members will receive an email for confirmation. **Your imaging sessions will be booked only after a staff confirmation**. A staff may contact you to reschedule a session if there are already 2 users in the same day or there are not enough time for disinfection.
8. Please consider batching your experiment so that you may complete multiple samples continuously in a few days. This will minimize cross contaminations among groups and make your imaging easier without the need to change system setting.
9. We currently do not offer microscopy hands-on training or one-on-one imaging assistance.
10. Quick help for trouble shooting by staff will be provided with proper social distancing or remote zoom meeting.
11. Staff may help image in-vitro samples with no additional cost. Please contact Yurong (yurong_gao@urmc.rochester.edu) if you have some samples for imaging but are not trained.
12. Remote experiment consults can be scheduled with appointment.

Required Disinfection Procedures

Before your Imaging Session

1. Sanitize your hands using the sanitizer station by the lab entrance.
2. Follow the posted start/login procedures as normal.
3. Disinfect the Eyepieces/Oculars, joystick and microscope focus knob with 70% Ethanol by spraying 70%EtOH on a Kim wipe 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!)
4. Disinfect the keyboard, mouse, and desk area with either Clorox wipes or 70% Ethanol.
5. Use hand sanitizer or wash your hands.

After your Imaging Session

1. Follow the posted shutdown/logout procedures as normal.
2. Disinfect the Eyepieces/Oculars, joystick and microscope focus knob with 70% Ethanol by spraying 70%EtOH on a kimwipe or paper towel and wiping the areas. Allow to dry naturally.
3. 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!)
4. Disinfect the Keyboard, mouse and desk area with either Clorox wipes or 70% Ethanol.
5. Use hand sanitizer or wash your hands.

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

Signature: