

## Analysis Workstation Policies

The following policies are intended to ensure that the analysis workstation operates as smoothly as possible to the benefit of all users. The cost of maintaining the workstation and software licenses is shared between users through user fees. By observing these policies you will be helping to ensure the quality of every user's analysis. It is the responsibility of each user to become familiar with these policies, and to ask staff in case of uncertainty. Suggestions for policy improvements may be submitted to Tristan McRae ([tristan\\_mcr@urmc.rochester.edu](mailto:tristan_mcr@urmc.rochester.edu)) and Yurong Gao ([yurong\\_gao@urmc.rochester.edu](mailto:yurong_gao@urmc.rochester.edu)).

### Training:

1. **Imaris Introductory Video (5 min):** A Brief video describing the overall capabilities of Imaris. Users should watch this video prior to training to get a sense of what they can do with the software.  
[https://www.youtube.com/watch?v=Tbf1r2wOC\\_o](https://www.youtube.com/watch?v=Tbf1r2wOC_o)
2. **Consultation Meeting (30 min):** First time users should contact staff to set up an initial meeting to discuss analysis goals so that tutorials and assistance can be tailored to them.
3. **Imaris Basics Hands-on Tutorial (1-2 hours):** Hands-on introductory training for Imaris is provided at no charge. The introductory session covers the basic capabilities of Imaris and can be tuned to each user's applications. Demo images are supplied for training sessions. Users are also welcome to bring in their own images that can be analyzed together, time permitting.
4. **Imaris Advanced Hands-on Tutorial:** Advanced function training for Imaris can be requested based on needs. Users must be able to perform analysis independently using the basic functions covered in the Imaris basics hands-on tutorial before requesting this advanced hands-on tutorial session. Time will be charged for this advanced training at the assisted rate (\$35/hr).

### Scheduling Policies:

1. All usage must be booked through the online scheduling system (even if the booking is made at the last minute and the system appears to be otherwise unoccupied). Bookings may be made at the following website: <https://ppms.us/urmc/login/?pf=3>
2. The analysis workstation is open during normal business hours (9am to 5pm) Monday through Friday. Outside of this range, the workstation room will be locked. Off-business hours users are responsible for closing the door when they leave to secure the lab.
3. Assisted sessions are available during normal business hours by appointment.
4. Bookings should only be made for actual planned analysis, not on a contingency basis.
5. Users must book sufficient time to allow for data backup and removal from the workstation within their scheduled time slot.
6. Time slots are booked in 30 minute increments.
7. There is currently no limit on the number of hours a lab or individual may use during a week. This may be subject to change in the future.

**Workstation Usage:**

1. Users must have a PPMS account and U of R login to use the workstation.
2. When finished at the workstation, users must sign out their windows account. This automatically logs the user out of PPMS as well.

**Data Handling:**

1. Users may bring external data to the workstation through a flash drive, removable hard drive, or shared drive.
2. External data should be transferred to a user's personal folder on the workstation's Data (F:) drive before starting analysis.
3. Files saved on the C: drive (including desktop, downloads, recycling bin, etc.) **MUST** be removed prior to the end of the session. Excess space being taken up on the C: drive will slow down analysis for all users. Any files left in the C: drive may be deleted by workstation staff at any time.
4. The F: drive should be used for temporary storage only. All files a user wants to keep should be taken with the user at the end of the session. Files left in the F: drive will be deleted at the end of the month.

**Billing:**

Use of the analysis workstation is free until **January 1st, 2020**. At that time, the following charges will apply to all users.

1. Time charged will be based on the time reserved OR the reserved time plus time used past the reservation.
2. Users must log in with the same PPMS ID they used to book the session.
3. Cancellations must be made at least **12 hours** in advance of the scheduled start time, to avoid being charged for that time. Cancellations with less than 12 hours' notice will be charged, unless the slot is entirely filled by another user. In addition to being charged, users who repeatedly cancel their scheduled slots at short notice may have their access privileges suspended.
4. The first 2 hours of hands-on tutorials are free. Additional training will be charged at the assisted rate (\$35/hr).
5. If an analysis session fails due to a workstation malfunction, users must notify core staff as soon as possible. The charge for the session will be waived.
6. Users may ask staff for brief assistance during unassisted sessions when available. The session will switch from unassisted to assisted if the user requires over one hour of staff assistance.
7. At the end of each month, the amount of time reserved versus the amount of time used for each reservation is checked. The greater of the two is billed for. The total amount of time used each month is then listed by user and sent to the PI and department for bills the first business day of the next month.
8. The investigator has 5 business days to check on the bill. All inquiries must be directed to (SRL\_PPMS\_Inquiries@URMC.Rochester.edu).
9. The bill will then be finalized after 5 business days and the amount of money will be deducted from the PI's account. No change can be made after a bill is finalized.

**\*\*\*\*Non Imaging Cores Users\*\*\*\***

The image analysis service is open to all investigators. Users who are not using the multiphoton or confocal facilities will be subject to a one-time fee in addition to the charges below, and will be contacted later for this nominal access option starting from July, 2020.

December 6, 2019

Analysis Service User Fees (Effective January 1, 2020)	
Service	Rate
Workstation usage	\$3 / hour
Software basic training (first 2 hours)	Free
Software advanced training (after 2 hours)	\$35 / hour**
Image analysis assistance	\$35 / hour or project based***
** Functional issues with the software and “quick questions” will not be charged. ***Please contact Yurong Gao (yurong_gao@urmc.rochester.edu) and Tristan McRae (tristan_mcrae@urmc.rochester.edu) for project consultations and rate estimations.	