

## APPLICATION FOR USE OF CONFOCAL FACILITIES (Part-I)

### 1. General

- (a) No food and drinks allowed in the facility at all times
- (b) No installation of software onto the computers
- (c) No unauthorized entry.
- (d) No equipment and accessories are allowed to be taken out of the facility without the facility staff's knowledge.

### 2. Training

- (a) It is mandatory that all users are trained by facility staff before using the systems.
- (b) All registration form should be clearly written, endorsed before the commencement of the training.
- (c) Trainings are conducted on the first week of each month (unless advised by staff).

### 3. Technical Assistance

- (a) Technical assistance is charged at \$70/hr regardless of system and available in office hours only.

### 4. Online booking of system and log book

- (a) Users must book in advance to receive the desired time slot (<http://ppms.cbis.nus.edu.sg/login.asp?pf=2>)
- (b) Users must cancel online booking at least 8-48 hours, depend on systems, in advance to avoid being charged.
- (c) Users, who has failed to book online and found using the system, will be suspended from using the system.
- (d) No booking for other users are allowed.
- (e) All users must log in legibly their name, PI name, Date, Time, lamp usage etc. on the log book.

### 5. Use of systems and basic maintenance

- (a) Handle the systems with care. If in doubt, seek the help from facility staff.
- (b) Users must clean the oil lens with 100% ethanol after use.
- (c) Users must clean up bench and system after use.
- (d) First 20 hours of usage of system should be within office hours (9.00am – 6pm, Monday to Friday, except for public holiday)
- (e) Users must inform the staff on their first usage of system
- (f) Check online booking system after use of the system. The last user must turn off the entire system.
- (g) If system is not responding or there is error occurred, one should save the screen and report it to facility staff immediately.
- (h) If any of the system/accessories are found broken or not working, immediately report to facility staff.

### 6. Data

- (a) All users are responsible for their own data.
- (b) Facility staff will not be held responsible for any loss, corruption and modifications of any data.
- (c) Data on each microscopy system, either shared workstation or CBIS server, will be cleared every two weeks without notice.

### 7. PUBLICATION AND ACKNOWLEDGEMENTS

- (a) User is required to acknowledge the use of confocal facility in the publications and presentations as follows:  
 “The authors acknowledge the facilities, and the scientific and technical assistance of the Confocal Microscopy Laboratory at Center for Bio-imaging Sciences, Department of Biological Science, National University of Singapore”

### 8. Safety

- (a) All users must have sat for the IVLE Online OSHE laser safety training.
- (b) Proper PPE (lab coats and cover-toe shoes) must be worn by user at all time.
- (c) Gloves should be worn only when handling samples and immersion oil but not microscope and mouse key.
- (d) All users operating Perkin Elmer Spinning Disc, Leica TCS SP5X multi photon and 3i diSPIM should have a valid N3 license.
- (e) All users should dispose sharps into sharp bin provided
- (f) All users should clean up any biological/chemical spill and report to facility staff.
- (g) All users should clearly read through, understand and acknowledge the risk assessment.
- (h) Never look directly into the light beam during imaging.
- (i) Strictly no BSL 3 biological specimen or BSL 2 animal samples in the facility.

## APPLICATION FOR USE OF CONFOCAL MICROSCOPE FACILITY (Part-II)

### 1. Applicant Particulars (Please fill in **BLOCK** letters)

Name Dr. ☐ Mr. ☐ Mrs. ☐ Mdm. ☐ Miss. (underline surname/family name):

Staff/Matric No:

**Designation**

☐ Undergraduate ☐ Honors ☐ Postgraduate Student ☐ Lab Officer

☐ Research Assistance ☐ Research Fellow ☐ Others \_\_\_\_\_

**Email address**

**Department/Company**

**Contact number HP:**  
**Office/lab Tel:**

### 2. Supervisor/P.I.'s Particulars

Name (underline surname/family name): \_\_\_\_\_ Department/Company: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Account Chargeable: \_\_\_\_\_

**The invoice will be sent and charged\* to the Person and Address stated here:**

\*The source of fund will determine the billing category you are assigned to. Non-NUS funding will be subjected to GST.

### 3. Supplement Information

Research project:

Specimen for imaging:

Type of specimen: ☐ Live specimen ☐ Fixed specimen

Dyes/probes/stains :

Technique involved:

☐ Single channel ☐ Multichannel ☐ DIC ☐ Z stack ☐ Time lapse ☐ Multiple location ☐ Stitching

☐ FRAP ☐ FRET ☐ FLIP ☐ Spectral imaging ☐ PA ☐ Deconvolution ☐ others \_\_\_\_\_

### 4. System Required/technical assistance

☐ Zeiss LSM 800 with airy scan

☐ Perkin Elmer Ultraview Vox Spinning Disc

☐ Leica TCS SP5X

☐ Leica Cryostat 1850 (lab orientation provided) \*\*

☐ Nikon Biostation IMQ (assistance on the first hour)

☐ Olympus FV3000

☐ Shared workstation for image analysis

☐ 3I DiSPIM

**Agreement**

I have read, understood and agreed to comply with the terms and conditions in **Part I** of this form. I understand that any violation could result in my being barred from entry and/or use of facilities in future.

**Signature of Applicant / Date**

**Agreement**

I have completed the **Supervisor/P.I.'s Particulars** of this form. I have read and agreed to the **Part I** of this form and **Charging Scheme** appended with this form. I am agreeable with my student/staff to apply to use the confocal facilities. I am agreeable with the occurring fees to be charged to my funding account.

**Signature of Supervisor/PI / Date**

CONFOCAL FACILITY CHARGES			
Microscopy Systems/Equipment	DBS Users	DBS External Users (Educational and/or Institutional)*	Free Cancellation
<b>Zeiss LSM800 with Airyscan Confocal Microscope</b>	Office hours: \$25/hour After office hours: \$12.5/hour	\$30/hour	12h before actual slots
<b>Olympus FV3000 Confocal Microscope</b>			
<b>Leica TCS SP5 X Multiphoton Confocal Microscope</b>			
<b>Perkin Elmer Ultraview spinning Disc</b>			
<b>3I Mariana LightSheet DiSPIM</b>			
<b>Nikon Bio Station IMQ</b>	\$5/hour	\$5/hour	12h before actual slots
<b>Leica 1850 cryostat</b>	\$6/hour	\$10/hour	12h before actual slots
<b>Shared Workstation for Image Analysis (Volocity, Imaris, Huygens Pro)</b>	\$5/hour	\$10/hour	N.A.
<b>Staff Operation</b>	\$70/hour	\$70/hour	N.A.
<b>Microscopy New User Training</b>	\$300/system	\$300/system	N.A.
*Office hours: Monday to Friday (9am – 6pm) *Industrial user please contact the staff for assistance. Two times of educational/research institutional users' charge rate will be applied.			
<b>Confocal staff contact</b>  Ms. Tong Yan: <a href="mailto:dbstongy@nus.edu.sg">dbstongy@nus.edu.sg</a> 65167202(O) S1A #03-07 and #01-09, 14 Science Drive 4, Singapore 117557 Tel: (65) 6516 7202 Website: <a href="http://cbis.nus.edu.sg">http://cbis.nus.edu.sg</a>			