

## Innovation Core at the Weill Institute for Neurosciences

Welcome to the [Innovation Core](#)! Please carefully review the following policies and procedures before making your first reservation.

### General use rules:

- Be respectful of the instruments and other users. These are extremely expensive pieces of equipment, and they will only last if everyone is playing their part. If you **notice anything does not function properly** or a system has been left dirty or not as expected please email me as soon as you can.
- Plan to **stop acquisition early enough** before your booking ends to have time to save and or transfer your data and clean up before the next user. If someone delays your access to the instrument when your reservation time has started, please let me know!
- If your imaging is not done at the end of your reserved time, AND no one is booked after you, you can **extend your session** by adding a reservation in the llab with the “last minute note” (so it does not count in your total weekly time).
- In LASX, use the pre-calibrated “carrier” settings whenever possible to avoid damaging the objectives by getting them too close to the stage insert (especially for objectives 20X and above). If you do not know how to do this, ask me.
- **NO GLOVES** on the microscopes (enclosure/controls) or the Acquisition PCs!

### Booking rules:

- You may book each instrument for **up to 12 hours per week** between 8am-8pm for up to 14 days in advance. You may reserve an additional 12 hours per week for nights and weekends.
- You may sign up for additional time at the last minute without it counting against your allotted 12 hours per week. Please indicate “**last minute sign up**” in the comments section of the reservation form, use this only for reservations on the same day or for the next day if you make the booking after 6PM. Any appointments that break this rule will be deleted without notice.
- If you have a special need to book a longer time in advance or for more than 12h/week, please check in with me first before booking and I will work with you to arrange it.

### Access Policy:

- Only people trained by the core staff can use the Weill microscopes. Trained users are not allowed to “train” other users and book for them.
- You can book microscopes and workstations through [llab](#), under the Weill Innovation Core. **Do not book the instrument under someone else’s account** even if you charge the same account. If you want to transfer your reservation to someone else in your lab, email me.
- The survival of the core depends on the honesty of its user. Please **DO NOT** use or stay on an instrument **without booking it**, if you do this you will lose access to the instruments at the core. If you have any issue booking email me and I will do it for you, even after hours or on the weekends.
- Plan carefully when booking to avoid cancellation fees. Reservations modified/ cancelled within 48h to the start are subject to a cancellation fee (% of the cost of the reservation).

- **At the end of each imaging session**, lower the objective turret and return the microscope to the lowest mag objective, fully close the enclosure, turn off gas and temp control if applicable, make sure to clean any oil or spill and throw away your trash.

## Acknowledgments

- Please do remember to acknowledge the “**Innovation Core at the Weill Institute**” (as well as the CALM when applicable) and any staff you deem necessary, on any publication or presentation that includes data acquired at the Innovation core. **Acknowledgements are essential to the survival and growth of the core**; they are the main metric for core performance and are needed to demonstrate our added value when applying for additional funding to sustain and grow our services.
- **Please send me a quick email for any new publication or funding** containing data acquired at the core

## Communications:

- Once trained, you will be added to the [Weill Innovation Core MS Teams Channel](#), this is currently the ONLY channel I use for all core communications, so make sure to do the following ASAP: **set up email notifications for MTeams** to avoid missing important communications regarding the core without having to use Teams. [You can find instructions to do so here](#). Everyone should do this at least for the general channel and the instruments they use.
- The MS Teams channel is also where we will keep helpful resources/documents about the equipment (start guides etc.)

## Safety

- Make sure to keep your laser safety training current, it expires every year.
- Any research involving recombinant DNA, or infectious or pathogenic biological agents (human, animal, or plant) must have a BUA approved by UCSF. If you are imaging live samples, you will need to add the microscope room to your lab's BUA and list the BUA number on your training request. This is not required if you will only be working with fixed material. As a reminder you should have the Innovation Core room(s) listed as an authorized location in your BUA and follow any SOP outlined within the approved BUA.

## File Storage

- Make sure to save all your files at the end of each session. The Image/Data drives of the acquisition PCs are only meant for short temporary storage; we encourage you to delete files regularly after you have backed them up. **Deletion of image files older than 30 days** on the acquisition PCs will be done **without notice**. Sometimes I may need to delete more recent files if the drives are too full (mostly on the widefield and HTAi) so always be sure to back up your data.
- Each of the acquisition PCs (except the manual Stereo) has a link to the **Innovation Core Server** (WINC on the Z drive) that you can use for medium-term storage and easily access your data from the workstations without having to transfer it. You can also access the server from your own PC, the instructions for doing this are in [this document](#). Please do NOT rely on it as your only backup.

## Workstations

- Any instrument training will automatically grant you access to the 2 workstations in 451J. Both are loaded with a few open-source software (Fiji, cell profiler, Micromanager, Imaris free viewer). Workstation 1 also has a full LASX version including a FLIM analysis module.