

	MiCon_NU	Rules of Use of the Confocal Microscope
	VERSION: 2	DATE: 28/11/2017

RULES OF USE OF THE CONFOCAL EQUIPMENT

1. PREVIOUS TRAINING AND REGISTRATION

All users who wish to use the confocal equipment must be previously **registered**. Prior to **individually** registering each user, these must have received **previous training** to ensure the correct use of the device and that the **users are independent**.

Following this step, the users must be **registered in the reservation management application (SCHEMAS)**. Both the registration, the prior training and the registration in the SCHEMAS application must be carried out by one of the team's managers.

2. CONTACT INFORMATION OF THE UNIT MANAGERS

- Gema Ruiz (gemar Ruiz@h12o.es)
- Fernando Bartolomé (fbartolome.imas12@h12o.es)

3. CONFOCAL EQUIPMENT RESERVATION PROCESS

The use of the confocal equipment can only be reserved through the SCHEMAS platform, which can only be used by registered users.

IMPORTANT NOTE: all users must note down the **experiment's start and end time** in the sheets supplied for such purpose (on the bench of the confocal unit room) whenever they use the equipment, along with any comment on incidents occurring during the device's operation.

4. USE OF THE CONFOCAL EQUIPMENT

1. It is important to know whether someone has used the device right before a session, or if someone plans on using it after you (**to this end, you must check the reservations calendar and contact the previous/subsequent user**).
2. **Lasers must not be turned on or off** between different consecutive sessions, as this could damage them. If the lasers have been switched off completely for any reason, you will have to **wait at least 40 minutes** before turning them on again. **The same applies to the mercury lamp** used to see through the eyepieces controlled by the **HBO unit** (if the lamp is switched off and turned on without waiting for the 40-minute interval, it could be damaged and, in some cases, explode).

3. **IF THE USERS DETECT THAT THE MERCURY LAMP IS DAMAGED, OR, IN THE UNLIKELY EVENT OF ITS EXPLOSION, THEY MUST IMMEDIATELY WARN ONE OF THE TEAM'S MANAGERS OR THE CENTER'S SUPERVISOR. IF THE USERS BELIEVE THAT THEY MAY HAVE INHALED MERCURY, THEY MUST GO TO THE HOSPITAL'S OCCUPATIONAL RISK PREVENTION SERVICE IMMEDIATELY.**
4. **Thoroughly clean the device after each use**, as well as the bench of the confocal unit room that was used, making sure that no traces of immersion oil (if applicable), or other potential means or drugs used, are left behind. The device's lenses must be cleaned carefully with specific paper designed for such purpose.
(REMEMBER TO USE A DROP OF WATER FOR THE 40X LENS AND A DROP OF OIL FOR THE 63X LENS) IF YOU CHANGE THE LENS WITH THE SAME PREPARATION, YOU MUST ALSO CLEAN THE OIL OR WATER DROPS, WHICHEVER APPLIES.
5. In *in vivo* experiments, any **drug/toxin** used must be deposited for disposal in the corresponding containers, and the multi-well plates or disposable material that came into contact with the cells shall be deposited in the black container provided for such purpose. Additionally, **pipette tips** must be deposited in the yellow container.
6. The air conditioning must be turned on and adjusted to a temperature of 22 to 24 degrees when using this device. This is due to the fact that the lasers are calibrated at that temperature.
7. **EATING OR DRINKING IS STRICTLY FORBIDDEN** in the confocal unit room, as toxins/venoms/drugs may be used in *in vivo* experiments.
8. **STAFF NOT BELONGING TO THE INSTITUTE MAY NOT USE THE DEVICE WITHOUT BEING ACCOMPANIED BY AN AUTHORIZED USER OF THE UNIT.**
9. **THIS DEVICE MUST NOT BE USED BY UNSUPERVISED GRADUATE OR MASTER'S STUDENTS.** They may only use the confocal unit accompanied by a qualified staff member from the center.
10. Any clarification or suggestion concerning the use of the confocal unit must be sent to **Gema** (gemaruiz@h12o.es) or **Fernando** (fbartolome.imas12@h12o.es).