

## ADVANCED LIGHT MICROSCOPY UNIT GUIDELINES:

In order to provide an efficient service for all researchers at the CRG, please observe the following guidelines for a multi-user facility:

- The microscope systems in the Unit have to be booked online before any use! Booking can be done under the following link to the CRG online booking system: [CRG online booking system](#). Please plan your microscopy sessions responsibly and start your session really at the time you booked it. We all understand that experiments can be cancelled at the last moment, so please be kind to send a general email to the [almu\\_users@lists.crg.es](mailto:almu_users@lists.crg.es) in case someone wants to use the slot or rearrange their schedule.

- When special requirements are needed (like temperature, CO<sub>2</sub>, multiphoton, special objectives), please write it in the reservation slot. For EXTERNAL USERS, please write also your extension number in the booking.

- The complete booking record is needed for efficient servicing of the systems and for usage statistics that help in the planning of future acquisitions.

- Please remember when booking a system that your username and password are non-transferrable to other labmates.

- Microscope systems in the Unit are highly complex and expensive pieces of equipment and can **ONLY** be used after an introduction session given by the Facility staff and never by any user's labmate. In order to guarantee the performance of the systems, there is no exception to that rule, even if prior knowledge of similar systems exists.

- The microscope systems have to be cleaned from immersion oil (all objectives used during the session) and other contaminations (e.g. culture medium) at the end of the session. PLEASE NO NEEDLES UNCAPPED, NO TOXIC/ DANGEROUS CHEMICALS, NO GLOVES when touching the microscopes.

- Remove your samples of the microscope at the end of the session.

- If any problems are observed during the operation of the microscope systems, these should be notified to the facility staff. Send your email to [microscopy@crg.eu](mailto:microscopy@crg.eu).

- IT IS NOT ALLOWED TO DOWNLOAD SOFTWARE in any of the computers (without permission of the staff) and NAVIGATE IN THE INTERNET.

- Image data should not be left on the microscope systems more than two weeks as this would fill the storage capacity quickly. Data can be saved by transferring data over the network/ to hard-disks.

- Systems CAN NOT BE BOOKED WITH MORE THAN TWO WEEKS in advance.

- No bookings longer than four hours between 9 AM to 6PM from Monday to Friday on all systems except the Leica SPE. On the Leica SPE no bookings longer than two hours between 9 AM to 6PM from Monday to Friday.