

ZMBH Zentrum für Molekulare Biologie der Universität Heidelberg

ZMBH
Im Neuenheimer Feld 282
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Germany

ZMBH Imaging Facility

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Website http://www.zmbh.uni-heidelberg.de/Central_Services/Imaging_Facility

ZMBH Imaging Facility _ Sign-up form for External Users (Academia)

User name:

Email:

Phone:

FAX:

Institution:

(full address)

Group leader / P.I.:

Email:

Phone:

FAX:

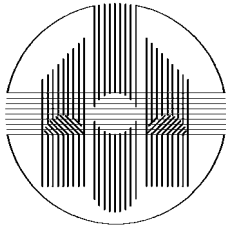
Institution:

(full address)

By signing this sign-up form, I agree to all of the terms and conditions described in the attached Agreement and Plan of the ZMBH Imaging Facility.

Date and Signature USER

Date and Signature GROUP LEADER / P.I.:



Agreement and Plan _ ZMBH Imaging Facility

Rules & Guidelines

Please review and follow these principle rules and guidelines in order to make working in the ZMBH Imaging Facility as efficient and convenient as possible for all users.

Group leader / Principal Investigator (P.I.)

- a. By signing the sign-up form the group leader / P.I. agrees to bear the costs for microscope system usage of his/her group members (here referred to as user(s)) at the ZMBH Imaging Facility.
- b. Fees are displayed at the end of this document.
- c. A detailed system usage time log will be presented to the group leader / P.I. together with the bill (at least) once every three months.
- d. The group leader / P.I. will be held responsible and liable in cases of gross misconduct (negligence, damage, littering) of his/her group members with regard to the equipment of the ZMBH Imaging Facility.

User

First time users

- a. New users have to get in contact with the ZMBH Imaging Facility.
- b. The completed and signed registration form (see previous page) has to be returned to the ZMBH Imaging Facility in order to get access to the online booking system and the microscopes.
- c. All first time users must be trained by the Imaging Facility staff in order to use the microscopes.

General

- a. The ZMBH Imaging Facility is classified as biosafety level 1 (S1) work area. Only samples not exceeding biosafety level 1 (S1) requirements are permitted in the facility!
- b. Access is restricted to registered users only! Non-registered users can accompany registered users under the registered user's responsibility. Non-registered users are not permitted to work or stay at the microscope systems in absence of a registered user.
- c. Access cards are not transferable.
- d. Any damages must be reported immediately to the imaging facility.
- e. The workspace has to be left as clean as found. If the previous user left the workspace dirty, the imaging facility needs to be informed immediately.
- f. Do not put oil on the air and water objectives. Do not overapply oil. When cleaning off the objectives, use only lens paper supplied by the imaging facility. After work, be sure to get all of the oil off of the objective.

- g. Use only oil and lens paper that is provided with the system. Do not bring any other oil or lens paper from somewhere else.
- h. Power up the microscope only in the order demonstrated by the imaging facility. Power down with everything in the reverse order. Never run burners, lasers and cameras without their appropriate cooling devices.
- i. Turn off the system after your work when you are the last user for the day.

Data

- a. The imaging facility is not responsible for stored data.
- b. Save data temporarily in the system's DATA hard drive space. Do not save files on the computer's desktop.
- c. Clean up files from the system's hard drive as soon as possible.
- d. The computers' capacities are regularly checked in order to remove old and unused data.
- e. Do not perform time-consuming digital image processing on the microscope systems, use offline workstations instead.

Booking

- a. Booking the microscope systems is mandatory.
- b. The signee (i.e. user) is responsible for proper handling of the system during the microscope session.
- c. The microscope systems are not to be booked for digital image processing purposes. Use offline workstations for your data analysis.
- d. Do not reserve the systems for more than 2 weeks in advance.
- e. Do not reserve the systems for more than 4 hours a day (between 9 am and 6 pm).
- f. Long-term time-lapse experiments should be scheduled between 6 pm and 9 am the next morning.
- g. Idle (unused) reservations need to be deleted through the booking system prior to the actual microscopy session.



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Imaging<sup>Z
M
B
H</sup>**Facility**

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ZMBH Imaging Facility _ Fees for External Users (Academia)

Confocal systems:

Leica TCS SP8 STED 3X: €50/h
Leica TCS SP5: € 30/h
Leica Spinning Disk: € 30/h
Olympus IXplore Spin (Spinning Disk): € 30/h
Zeiss LSM 780: € 30/h

Advanced widefield systems:

Olympus cellSens IX 81: € 10/h
Olympus ScanR screening microscope: € 8/h
Olympus xcellence IX81 Superresolution/TIRF/ScannerFRAP: € 30/h

Basic widefield systems:

Nikon BioStation IM-Q: € 5/h
IncuCyte S3 live-cell analysis system: € 10/row/day
Olympus IX71: € 5/h
Olympus BX60: € 5/h
Leica DM5000B: € 5/h

Stereomicroscopes & macroscopes:

Leica MZ FLIII: € 5/h
Leica M420: € 5/h

Microinjection system:

Eppendorf micromanipulation system: € 10/h

Instrument introductory/training sessions:

€ 25 per session (2 h)

Deconvolution:

Workstation with SVI Huygens Professional for pointscanning confocal and widefield images: €5/h

Programming services:

High-level programming (IJML, Java, Matlab, Python,..): € 1/line of code

For more instrument details, please, visit

http://www.zmbh.uni-heidelberg.de/Central_Services/Imaging_Facility/equipment.html