**AS ICOB Imaging Core Facility**

**Usage Application**

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| **User： Application date：** | |
| **Lab location： Tel：** | |
| **Signature from PI：** | |
| **I would like to access** | **□ Light microscope room (Rm 401-4)**  **□ Leica confocal room (Rm 401-3)**  **□ Zeiss confocal room (Rm 110)**  **□ EM room (Rm 103)**  **□ GSD SR room(Rm 109)** |
| **Signature from Core staff** |  |
| Policies：   * Access is typically reserved for ICOB-affiliated personnel. * Individuals must have received training and certification as independent users before using equipment unassisted or outside of regular business hours. * The Imaging Core Facility is open 24 hours per day, 7 days per week with access control. * Only certified users may apply to access the microscope room. * The reservation system allows scheduling up to 13 days in advance. * In order to allow us to track and bill for utilization, all users must make a reservation and sign in online prior to each period of use. * If you are more than 20 minutes late during high-use periods, your time slot may be assigned to another user. * If you overbook time (i.e., book three hours and only use one hour), please sign out online. The booking system will send a notice to other users and release the time slot for booking. * Please cancel your reservation if you will not use the facility. Otherwise, your booking account will be suspended for one month. * All users must clearly sign the work log with their user name, PI name and the usage time. * If you have any questions or encounter trouble with the equipment, please contact the Core staff immediately. Replacing any accessories and changing the settings in the control software is not allowed. * All users are obligated to keep the facilities clean, including the environment and all objectives (especially immersed objectives). * No drinking and eating are allowed in the confocal and light microscope rooms. * Experimental consumables and packages of food are not allowed to be left in the confocal and light microscope rooms, including the trash can. * All users must use their own badges to enter the confocal and microscope rooms. * Anyone who violates the above policies will have their access to the microscope room revoked and their PI will be informed of the violation. * **I agree with the above policies.**   **User signature** | |