**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**  |