

EMBL-BCN Mesoscopic Imaging Facility (MIF) Policies

1. MIF access and bookings:

○ For EMBL internal users:

- Contact the Head of the Facility (Jim Swoger: jim.swoger@embl.es) to arrange a first meeting to discuss the project.
- To request a PPMS account (necessary for booking) please click [here](#). For PPMS account adjustments, e.g. requesting access and training to a particular instrument, please contact MIF staff at mif@embl.es.
- To book equipment and services please access the [PPMS booking system](https://ppms.embl.de/start) (<https://ppms.embl.de/start>) and click the “Mesoscopic Imaging Facility” link under “Facilities available in EMBL Barcelona”.

○ For external users:

- Contact the Head of the Facility (Jim Swoger: jim.swoger@embl.es) to arrange a first meeting.
- Contact mif@embl.es to request a MIF visitor contract as well as instrument training and booking access.

2. During the first meeting, we will assess the feasibility of your experiment and decide whether to authorise the usage of the facility instruments with your sample type.
3. It is mandatory that all users fill out, sign, and have their supervisor sign the “MIF Biosafety Form” form before beginning any work in the MIF.
4. Once the required paperwork has been completed, an account will be created for the user in the MIF’s booking software (PPMS). These accounts are **not** transferrable, and users are not permitted to book or log onto any MIF instrument using any account except their own.
5. Please note that most of the MIF instruments are not in BSL-2 spaces, therefore imaging of such samples requires the establishment of a health and safety protocol and the authorization by the EMBL Barcelona H&S Officer and the Head of H&S Office at EMBL. In general, it is the responsibility of the user, and ultimately the corresponding Group Leader, to make sure their work is covered by a risk assessment.
6. The user will be trained on the microscopy instrument(s) with the aim of providing knowledge and experience to ensure their independence.

7. Training is mandatory for any instrument and must be organised by MIF staff only.
8. Although we try to accommodate training requests as fast as possible, please consider contacting us well in advance before your intended experiment.
9. A first training is scheduled by MIF staff according to your availability, and usually lasts 2-3 hours, depending on the instrument and the user's prior experience.
10. For chemical clearing experiments and live imaging experiments, reagents and consumables are available upon request for the training sessions. For subsequent experiments, it is the user's responsibility to provide the reagents and consumables needed
11. Keep your samples in your lab incubator/fridge/freezer. The MIF incubator/fridge/freezer are only for temporary use while doing sample preparation/imaging.
12. As the instrument and staff time need to be booked for training and will not be available to other users, it is your responsibility to respect the allocated time. Arriving late, not showing up or cancelling training with short notice will be penalised, and we might not be able to schedule a second training session at your first availability.
13. We have found that 2-3 training sessions are enough for most users to become independent on a given instrument. If you think more training sessions are necessary, please contact the Head of the Facility to decide whether more sessions can be arranged.
14. Following successful training, you will be able to book the instrument for independent usage. Still, you are fully responsible to comply to the following rules:
 - **Instruments must only be used by the person under whose name they have been booked.**
 - **For health & safety reasons, it is mandatory to inform MIF staff if any other person other than the booking person is present at the microscope, even if just to see the microscope or data.**
 - **It is strictly forbidden to use any sample other than those approved by MIF. Users must report to MIF staff if their project has changed from what was initially discussed and agreed.**
15. At the end of an imaging session the sample must be removed from the microscope and the instrument must be left disinfected and clean. Whenever appropriate, disinfect microscope parts with 80% EtOH (or any other disinfectant if necessary) provided by MIF.

16. Bring back your reagents to your laboratory (i.e.: bring your agarose bottles or BABB bottles back to your lab and deal with them according to your Institution guidelines).
17. After each imaging session, take the samples back to your laboratory after live imaging experiments (for example - cells, embryos, organoids etc.) and deal with them as necessary. Reusable sample holders must be cleaned with 80% ethanol provided by MIF so that the next user can use them safely.
18. Image data should be removed from the microscope computer as soon as possible to ensure there is enough disk space for the next user's experiment. If we urgently need to delete older data, we will try to contact you. However, long-term storage of data is ultimately the user's responsibility.
19. If you have not used an instrument for more than 6 months, contact MIF before a new experiment for a possible refresher training.
20. If you publish using data from the MIF, please acknowledge us with the following phrase: "We thank the Mesoscopic Imaging Facility (MIF) at the European Molecular Biology Laboratory (EMBL) for support."

I have read the above guidelines and will use the facilities accordingly. Failure to do so will result in my instrument access being revoked.

User's printed name:

Affiliation (institute and group):

Date:

Signature:

Supervisor's printed name:

Affiliation (institute):

Date:

Signature: