

APPLICATION FOR USE OF CONFOCAL FACILITIES (Part-I)**1. General**

- (a) No food and drinks allowed in the facility at all times
- (b) No installation of software onto the computers
- (c) No unauthorized entry.
- (d) No equipment and accessories are allowed to be taken out of the facility without the facility staff's knowledge.

2. Training

- (a) It is mandatory that all users are trained by facility staff before using the systems.
- (b) All registration form should be clearly written, endorsed before the commencement of the training.
- (c) Trainings are conducted on the first week of each month (unless advised by staff).

3. Technical Assistance

- (a) Technical assistance is charged at \$70/hr regardless of system and available in office hours only.

4. Online booking of system and log book

- (a) Users must book in advance to receive the desired time slot (<http://ppms.cbis.nus.edu.sg/login.asp?pf=2>)
- (b) Users must cancel online booking at least 8 hours in advance to avoid being charged.
- (c) Users, who failed to book online and found using the system, will be suspended from using the system.
- (d) No booking for other users are allowed.
- (e) All users must log in legibly their name, PI name, Date, Time, lamp usage etc on the log book.

5. Use of systems and basic maintenance

- (a) Handle the systems with care. If in doubt, seek the help from facility staff.
- (b) Users must clean the oil lens with 100% ethanol after use.
- (c) Users must clean up bench and system after use.
- (d) First 20 hours of usage of system should be within office hours (9.00am – 6pm, Monday to Friday, except for public holiday)
- (e) Users must inform the staff on their first usage of system
- (f) Check online booking system after use of the system. The last user must turn off the entire system.
- (g) If system is not responding or there is error occurred, one should save the screen and report it to facility staff immediately.
- (h) If any of the system/accessories are found broken or not working, immediately report to facility staff.

6. Data

- (a) All users are responsible for their own data.
- (b) Facility staff will not be held responsible for any loss, corruption and modifications of any data.
- (c) **Data on PerkinElmer Spinning Disc will be cleared every week without notice.** For other systems, data will be cleared every month without notice.

7. PUBLICATION AND ACKNOWLEDGEMENTS

- (a) User is required to acknowledge the use of confocal facility in the publications and presentations as follows:
“The authors acknowledge the facilities, and the scientific and technical assistance of the Confocal Microscopy Laboratory at Center for Bio-imaging Sciences, Department of Biological Science, National University of Singapore”

8. Safety

- (a) All users must have sat for the IVLE Online OSHE laser safety training.
- (b) Proper PPE (lab coats and cover-toe shoes) must be worn by user at all time.
- (c) Gloves should be worn only when handling samples and immersion oil but not microscope and mouse key.
- (d) All users operating Perkin Elmer Spinning Disc, Leica TCS SP5X multi photon and 3i diSPIM should have a valid N3 license.
- (e) All users should dispose sharps into sharp bin provided
- (f) All users should clean up any biological/chemical spill and report to facility staff.
- (g) All users should clearly read through, understand and acknowledge the risk assessment.
- (h) Never look directly into the light beam during imaging.
- (i) Strictly no BSL 3 biological specimen or BSL 2 animal samples in the facility.

APPLICATION FOR USE OF CONFOCAL MICROSCOPE FACILITY (Part-II)

1. Applicant Particulars (Please fill in **BLOCK** letters)

Name Dr. Mr. Mrs. Mdm. Miss. (underline surname/family name)

Staff/Matric No:

Designation

Email address

Undergraduate Honors Postgraduate Student Lab Officer

Research Assistance Research Fellow Others _____

Department/Company

Contact number HP:

Contact number office:

2. Supervisor/P.I.'s Particulars

Name (underline surname/family name): _____ Department/Company: _____

Email: _____ Contact Number: _____

Account Chargeable: _____

The invoice will be sent and charged* to the Person and Address stated here:

*The source of fund will determine the billing category you are assigned to. Non-NUS funding will be subjected to GST.

3. Supplement Information

Research project:

Specimen for imaging:

Type of specimen: Live specimen Fixed specimen

Dyes/probes/stains :

Technique involved:

Single channel Multichannel DIC Z stack Time lapse Multiple location Stitching

FRAP FRET FLIP Spectral imaging PA Deconvolution others _____

4. System Required/technical assistance

Zeiss LSM 510 meta

Perkin Elmer Ultraview Vox Spinning Disc

Leica TCS SP5X

Leica Cryostat 1850 (no training provided)

Shared workstation for image analysis

Nikon Biostation IMQ (no training provided)

Olympus FV3000

Olympus BX61WI upright

3I DiSPIM

Agreement

I have read, understood and agreed to comply with the terms and conditions in **Part I** of this form. I understand that any violation could result in my being barred from entry and/or use of facilities in future.

Signature of Applicant / Date

Agreement

I have completed the **Supervisor/P.I.'s Particulars** of this form. I have read and agreed to the **Part I** of this form and **Charging Scheme** appended with this form. I am agreeable with my student/staff to apply to use the confocal facilities. I am agreeable with the occurring fees to be charged to my funding account.

Signature of Supervisor/PI / Date

CONFCOAL FACILITY CHARGES	
DBS External Users	
LSM 510 META Zeiss	\$30/hour (office hours and non-office hours)
Perkin Elmer Ultraview Spinning Disc	\$30/hour (office hours and non-office hours)
Leica TCS SP5 X Multiphoton Confocal Microscope	\$30/hour (office hours and non-office hours)
Olympus BX 61 Upright Fluorescence Microscope	\$20/hour (office hours and non-office hours)
Olympus FV3000 Confocal	\$30/hour (office hours and non-office hours)
3i DiSPIM	\$30/hour (office hours and non-office hours)
Nikon Bio Station IMQ	\$5/hour (office hours and non-office hours)
Leica 1850 cryostat	\$10/hour
Shared Workstation for Image Analysis (Volocity, Imaris, Huygens Pro)	\$10/hour
Technical Assistance	\$70/hour for all system
DBS Users	
LSM 510 META Zeiss	\$25/hour (office hours) \$12.5/hour (non-office hours)
Perkin Elmer Ultraview Spinning Disc	\$25/hour (office hours) \$12.5/hour (non-office hours)
Leica TCS SP5 X Multiphoton Confocal Microscope	\$25/hour (office hours) \$20/hour (non-office hours)
Olympus BX 61 Upright Fluorescence Microscope	\$15/hour (office hours)
Olympus FV3000 Confocal	\$25/hour; \$25/night (10pm-8am)
3i DiSPIM	\$25/hour; \$25/night (10pm-8am)
Nikon Bio Station IMQ	\$5/hour (office hours and non-office hours)
Leica 1850 cryostat	\$6/hour
Shared Workstation for Image Analysis (Volocity, Imaris, Huygens Pro)	\$5/hour
Technical Assistance	\$70/hour for all system
Training	
LSM 510 META Zeiss	\$300 per person
Perkin Elmer Ultraview Spinning Disc	\$300 per person
Leica TCS SP5 X Multiphoton Confocal Microscope	\$300 per person
Olympus FV3000 Confocal	\$300 per person
3i DiSPIM	\$200 per person
Olympus BX 61 Upright Fluorescence Microscope	\$200 per person

*Office hours: Monday to Friday (9am - 6pm)

*Industrial user please contact the staff for assistance

*Charge rates are subjected to change with DBS/CBIS management's approval.

Confocal staff contact

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 Ms. Tui Yun Ting, Amanda dbstyta@nus.edu.sg 65162710 (0)