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 8-48 hours, depend on systems, in advance to avoid being charged.
   (c) Users, who has 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 each microscopy system, either shared workstation or CBIS server, will be cleared every two weeks 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 mousekey.
   (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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Dr.</th>
<th>Mr.</th>
<th>Mrs.</th>
<th>Mdm.</th>
<th>Miss. (underline surname/family name):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff/Matric No:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designation</th>
<th>Undergraduate</th>
<th>Honors</th>
<th>Postgraduate Student</th>
<th>Lab Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Assistance</td>
<td>Research Fellow</td>
<td>Others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department/Company</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact number HP:</td>
<td>Office/lab Tel:</td>
</tr>
</tbody>
</table>

2. Supervisor/P.I.’s Particulars

<table>
<thead>
<tr>
<th>Name (underline surname/family name):</th>
<th>Department/Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Contact Number:</td>
</tr>
<tr>
<td>Account Chargeable:</td>
<td></td>
</tr>
</tbody>
</table>

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 800 with airy scan
- [ ] Perkin Elmer Ultraview Vox Spinning Disc
- [ ] Leica TCS SP5X
- [ ] Leica Cryostat 1850 (lab orientation provided)**
- [ ] Nikon Biostation IMQ (assistance on the first hour)
- [ ] Olympus FV3000
- [ ] Shared workstation for image analysis
- [ ] 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

Light Microscopy Core, DBS/DBS-NUS 30 July 2019
## Confocal Facility Charges

<table>
<thead>
<tr>
<th>Microscopy Systems/Equipment</th>
<th>DBS Users</th>
<th>DBS External Users (Educational and/or Institutional)*</th>
<th>Free Cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zeiss LSM800 with Airyscan Confocal Microscope</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Olympus FV3000 Confocal Microscope</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leica TCS SP5 X Multiphoton Confocal Microscope</td>
<td>Office hours: $25/hour After office hours: $12.5/hour</td>
<td>$30/hour</td>
<td>12h before actual slots</td>
</tr>
<tr>
<td>Perkin Elmer Ultraview spinning Disc</td>
<td></td>
<td></td>
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<tr>
<td>31 Mariana LightSheet DiSPIM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nikon Bio Station IMQ</td>
<td>$5/hour</td>
<td>$5/hour</td>
<td>12h before actual slots</td>
</tr>
<tr>
<td>Leica 1850 cryostat</td>
<td>$6/hour</td>
<td>$10/hour</td>
<td>12h before actual slots</td>
</tr>
<tr>
<td>Shared Workstation for Image Analysis (Volocity, Imaris, Huygens Pro)</td>
<td>$5/hour</td>
<td>$10/hour</td>
<td>N.A.</td>
</tr>
<tr>
<td>Staff Operation</td>
<td>$70/hour</td>
<td>$70/hour</td>
<td>N.A.</td>
</tr>
<tr>
<td>Microscopy New User Training</td>
<td>$300/system</td>
<td>$300/system</td>
<td>N.A.</td>
</tr>
</tbody>
</table>

*Office hours: Monday to Friday (9am – 6pm)
*Industrial user please contact the staff for assistance. Two times of educational/research institutional users’ charge rate will be applied.

### Confocal Staff Contact

Ms. Tong Yan:  [dbstongy@nus.edu.sg](mailto:dbstongy@nus.edu.sg)  65167202(O)
S1A #03-07 and #01-09, 14 Science Drive 4, Singapore 117557
Tel: (65) 6516 7202
Website: [http://cbis.nus.edu.sg](http://cbis.nus.edu.sg)