

## **Terms of use BiImaging Core Facility UL**

### **BiImaging Core Facility - University of Leipzig**

in the genetic engineering laboratory of safety level 2 (§12 para. 2 GenTSV); University of Leipzig, Faculty of Veterinary Medicine, Veterinary Anatomical Institute, An den Tierkliniken 43; 04103 Leipzig and in the genetic engineering laboratory of safety level 1 (§12 (2) GenTSV); University of Leipzig, Faculty of Life Sciences, Institute of Biology, AG Zellbiologie (Behr), SIKT, Philipp-Rosenthal-Straße 55, 04103 Leipzig and in the genetic engineering laboratory of safety level 1 (§12 (2) GenTSV); University of Leipzig, Faculty of Life Sciences, Institute of Biochemistry, AG Pompe, Johannisallee 21-23, 04103 Leipzig and University of Leipzig, Faculty of Life Sciences, AG Thum & AG Kittel, Talstraße 33, 04103 Leipzig

### **Terms of use**

as of 2024/01/24

## **REGULATION OF USE BiImaging Core Facility - University of Leipzig**

### **General information**

The BiImaging Core Facility (BCF) of the Faculty of Veterinary Medicine and the Faculty of Life Sciences of the University of Leipzig currently comprises the following equipment: Laser Scanning Microscopes (LSM) Leica SP8 with incubation system and separate workstation for 3D visualization and analysis (LAS-X), Leica SP8 FLIM, Leica SP5 with STED, Zeiss LSM780 with Airyscan and separate graphics workstation (Imaris 10.1, Huygens Professional 23.10 Deconvolution), Zeiss LSM700 with incubation system, Zeiss Cell Observer SD Spinning Disc Confocal, Zeiss Axioimager 2 / Apotome 2, Zeiss Axioplan 2 imaging with OptiGrid, Incucyte Zoom Live Imaging System, Zeiss Laser Capture Microdissection unit, Zeiss AxioObserver.Z1 for 3D long-term tracking, Axioplan 2e and a JPK Nanowizzard 3 atomic force microscope with CellHesion module. Furthermore, a Leica CM3050 cryostat and a Leica paraffin microtome RM2265 as well as paraffin embedding and pouring stations are available.

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### **User group**

The BCF is run as a multi-user unit. Members of the University of Leipzig, the Medical Faculty and external research institutions and companies can use the above-mentioned equipment after instruction by the persons in charge of the BCF or, by arrangement, have examinations carried out by them. Technical information on equipment and costs of equipment use or for the performance of work by the responsible persons of the BCF can be found in separate lists.

### **Device instruction**

The use of all devices requires registration. Afterwards, instruction by a person responsible at BCF is mandatory. The ability to operate the device properly is documented and confirmed by BCF representatives. With the confirmation, a personal and confidential password is issued for some microscopes, e.g. the Leica TCS SP8, which is required for the use of these instruments. Confirmed instruction on the instruments does not authorize users to instruct other persons on their part or to allow them to use the instruments.

## Login at microscopes and graphic computers

Microscopes whose use requires a login may only be used with simultaneous login to the system PC. The time between login and logoff is decisive for the entry of the usage time in the user book and for the billing of the usage fee.

After confirmed instruction each user will receive a password for individual login at the system PC of the microscope or graphic computer.

The password is personal and confidential. Each user is responsible for ensuring that the password does not become known to other persons. The use of devices requiring a login under a different login than the user's own login is not permitted. This means, among other things, that a logoff is mandatory before subsequent use by another user.

The respective registered user is responsible for all damage to microscopes, computers and other devices and for compliance with the device- and lab-specific usage specifications.

The conclusion of a public liability insurance is recommended.

## Operation of the devices

Frequent starting and stopping of the operation of all confocal microscopes, e.g. for inspections of fluorescence-labeled preparations, is not permitted because this shortens the life of the laser. Inspections of specimens and checks of fluorescent markings must be performed on conventional microscopes before using BCF confocal microscopes.

After switching off an illumination with a mercury vapour lamp, the following applies when restarting for type

HBO: At least 30 minutes,

HXP: several minutes,

XBO: Hot start possible.

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Colibri™ lights can be switched on at any time.

For all microscopes, observe the device-specific specifications and instructions during instruction!

Further image processing, visualization and evaluation of the data obtained on the microscopes is not performed on the microscopes' system PC.

When working with a microscope system, the following sensitive working steps must be observed without fail:

- Lower or raise the nosepiece before each change of specimen
- Always and only wipe the objective lenses of the immersion lenses with lens paper after finishing work, additionally clean glycerol immersion lenses with propanol.
- The exchange of objectives at the revolving nosepiece and between microscopes is prohibited.
- Air/water objectives must not come into contact with immersion oil.
- Avoid glycerin/oil running down when using inverted microscopes.

[Instrument-specific specifications for the operation and use of the microscopes can be adapted to the requirements by the persons responsible for the system. These and other notes and information will be communicated to the users via the e-mail address given during BCF registration and will be valid from the time of communication, even without the need to sign a new user agreement.](#)

Specific information on the individual devices may also be found on notice boards at the workstations. Disregarding the instructions for operating the devices can lead to serious damage to system components. [The registered user or user logged in by login is solely responsible for compliance with the operating regulations and the proper handling and operation of all devices.](#)

## **Changes to hardware and software**

Changes to the technical configuration and basic settings of the microscopes and other equipment, incubation systems and graphic computers, existing software installation, the installation of additional software, software updates or upgrades, and any type of change or addition to the hardware will be carried out by staff of the BCF. Exceptions to this are operationally necessary modifications of the LSM for the use of different sample carriers and the incubation chambers on the scanning table.

The position of the objectives in the nosepiece is fixed. Changing the position of individual objectives in the nosepiece and in the system configuration is prohibited, as is unscrewing the objectives from the nosepiece.

Any malfunction of hardware and software, impairments and malfunctions of the microscopes, incubation systems and the graphics computer must be reported immediately to the system managers of BCF. Operating faults which cannot be remedied by restarting the

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software or the system PC must not be remedied by unauthorized persons. In individual cases, appropriate measures must be discussed with the persons responsible for the system at BCF.

## **Data backup**

Each user is required to transfer the digital data generated via a server within four weeks and to delete them from the data memory of the system PC on the microscope. A server specially set up for BCF is available for the transfer. The address of the server will be communicated during the device briefing. On the microscope system PC, data may only be stored in the directories set up for this purpose.

The digital data generated on microscopes must be kept available for four weeks on the system PC or the BCF server for viewing the meta-data.

[External storage media \(USB storage media, etc.\) may only be connected to the microscope PC and the graphics computer for data transfer after consultation and written consent with the BCF system managers.](#)

Only files created on the microscope PC and on the graphics computer may be transferred back to the respective computer. The transfer of other data to the computers is not permitted. The persons responsible at BCF are entitled to delete image files from the storage media of the PC on the microscope and the graphics computer after a written request to users and a subsequent period of two days, insofar as this is necessary for proper operation, in particular to avoid memory overload and to store new data.

BCF is not responsible for any loss of data that may occur. Furthermore, there is no liability to pay compensation for lost files or files that may have been modified by other users.

## **Work safety and operating instructions**

Every user is obliged to know and comply with the regulations on occupational safety and the specific operating instructions applicable at the respective equipment locations.

Instruction in accordance with the §12 genetic engineering safety regulation for genetic engineering laboratory areas of safety levels 1 and 2 is provided by the responsible project managers.

For S2 work on the Leica TCS SP8, it must be strictly ensured that the LSM, other equipment and al

## **User fees**

The user charges are shown in the table. Use begins with the instruction on the device. The invoiced amounts are to be paid within 30 days. No further costs for maintenance, repairs

and replacement will be charged.

Please check the costs of instruments on our homepage.

| <b>Device</b>                                    | <b>Uni 8-20 h</b> | <b>Uni 20-8 h</b> | <b>Ext. User</b> |
|--|-------------------|-------------------|------------------|
| Zeiss Spinning Disk Confocal + Inkubationssystem | 15,00 €           | 15,00 €           | a. A.            |
| Zeiss LSM 780                                    | 20,00 €           | 20,00 €           | a. A.            |
| Option: Airyscan                                 | 5,00 €            | 5,00 €            |                  |
| Leica SP8  | 20,00 €           | 20,00 €           | a.A.             |
| Option: Tokai Hit Inkubationssystem              | 3,00 €            | 3,00 €            |                  |
| Leica SP8 Falcon                                 | 25,00 €           | 25,00 €           | a.A.             |
| Leica SP5 + STED                                 | a.A.              | a.A.              | a.A.             |
| Zeiss LSM 700 + Inkubationssystem                | 20,00 €           | 10,00 €           | a. A.            |
| Zeiss AxioImager + Apotom 2                      | 15,00 €           | 15,00 €           | a. A.            |
| Zeiss Axioplan 2 Imaging                         | 5,00 €            | 5,00 €            | a. A.            |
| Incucyte Zoom Live Imaging                       | 15,00 €           | 15,00 €           | a. A.            |
| Zeiss AxioObserver.Z1 + Inkubationssystem        | 10,00 €           | 10,00 €           | a.A.             |
| Zeiss PALM Microbeam – Laser Microdissection     | 15,00 €           | 15,00 €           | a. A.            |
| JPK Nanowizzard 3 + CellHesion                   | 25,00 €           | 25,00 €           | a. A.            |
| Zeiss Axiophot 2e                                | 5,00 €            | 5,00 €            | a. A.            |
| Zeiss Axioscan 7                                 | a.A.              | a.A.              | a.A.             |
| Option Workstation                               |                   |                   |                  |
| Cryostat Leica CM3050                            | 10,00 €           | 10,00 €           | a. A.            |
| Microtome Leica RM2255                           | 10,00 €           | 10,00 €           | a. A.            |
| Paraffin-Einbettung                              | 10,00 €           | 10,00 €           | a. A.            |
| HP Z4 Grafik-Workstation / SIKT                  | 5,00 €            | 5,00 €            | a. A.            |
| Lenovo Grafik-Workstation / VMF                  | 5,00 €            | 5,00 €            | a.A.             |
| HP Z6 Grafik-Workstation / VMF                   | a.A.              | a.A.              | a.A.             |

Note: An usage fee of €5.00/h will be charged for the use of the Imaris and Huygens Professional software installed on the workstations. The usage fee for the workstation in question is not charged for the duration of this software usage.

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### **BCF system managers**

Requests for use and instruction in the use of equipment and for the performance of investigations by the BCF should be addressed to the persons responsible for the BCF.

#### **Coordination BCF:**

##### **PD. Dr. Matthias Behr (coordination)**

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## **Booking of equipment**

Before using the service for the first time, online registration and instruction by one of BCF's managers are required.

Equipment use is registered online in the booking calendar on the BCF website (<https://bioimaging.uni-leipzig.de/>).

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The equipment can be booked up to 4 weeks in advance for use Monday to Friday daily from 0.00 to 13.00 or from 13.00 to 24.00, but not more than 3 days a week or 10 times a month. On weekends, there are no restrictions on usage times.

Users can change or delete their booking up to 24 hours before the scheduled start of use. After expiry of this period, the registered booking will be invoiced according to the time entered. Binding appointments can be released for other users on the appointment exchange. If the appointment can be partially or completely reassigned, the invoice amount will be reduced accordingly.

The actual usage time from login to logoff must be entered in the user book of the respective device with date, name (no abbreviations), setup and signature to the minute. An extension of the period of use can be made on the spot if the time required for this is not occupied by another user.

In urgent cases, e.g., due to malfunctions, for the purpose of necessary service on the devices or for organizational reasons, the system administrators of BCF may change or, if necessary, cancel registered periods of use. Registered users affected by this will be informed in advance. In such cases, no claims for damages may be made against BCF.

## **Acknowledgements and references to publication**

If images or other data obtained with microscopes or software of the BCF are published (primary literature, books, dissertations, etc.), a reference to the use of equipment of the Bioluming Core Facility, e.g. under Acknowledgements or in the Acknowledgements, has to be inserted.

After publication of the data, the references of the Bioluming Core Facility publication will be made available as references.

**Please, cite us as follow:**

**“We thank the University Leipzig Bioluming Core Facility for assistance (BCF equipment INST 268/230-1; INST 268/293-1; SFB-TR67; EFRE 100192650, 100195814, 100144684).”**

## **Notes on the basic data protection regulation**

Due to the Data Protection Ordinance coming into force on 25.05.2018, we inform you that we collect your name, your business address and for the purpose of communication for BCF matters, an e-mail address and telephone number when using equipment of the Bioluming Core Facility. For the billing of fees, we also record the name of the person responsible for billing (head of working group, institute director) and the name of the facility. Your data will be used exclusively by the coordinating office of the BCF. It will not be handed over to third parties. You can disagree to the use of your e-mail address at any time. The collection of data is voluntary, but is a prerequisite for registration with BCF and therefore a prerequisite for the use of BCF equipment. Any refusal to the use of your e-mail address and telephone number for BCF's purposes will therefore result in the termination of your registration with BCF and the use of BCF's equipment. The legal basis for the collection of the

aforementioned data is Art. 6 para. 1 a DSGVO. All other information resulting from the information obligations of the University of Leipzig can be found in the University of Leipzig's data protection declaration: <http://www.uni-leipzig.de/service/datenschutz.html>

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**For further registration we ask you to sign the German  
“Nutzungsordnung”, which is an copy of this.**