

## Histology and Imaging Facility

950 W. 28<sup>th</sup> Ave.

Vancouver BC V6H 3N1

604.875.2000

x5699 Histology Room A4-132

x7564 Imaging Room A4-110

bpsong@interchange.ubc.ca

ndudek@cw.bc.ca

## Imaging Core Policies

### Contacts

Manager: Bao Ping Song

Finance: Nancy Dudek

Director: Bruce Verchere

**Fees are assessed on an hourly basis with 15 minute intervals:**

	Unassisted use	Assisted use
Training (2 users max.)	-----	\$10/hour
Olympus Bx51	\$15/hour	\$25/hour
Olympus Bx61	\$15/hour	\$25/hour
Olympus FV500 confocal	\$25/hour	\$35/hour
Data analysis station	\$5/hour	-----

- *Users will be billed for actual time used plus 50% of unused reservation time.*
- This policy prevents one user from overbooking the microscope and preventing the access of others.
- Users who need a reservation of three hours or longer must make arrangements with Bao Ping.

### Getting Started

1. Submit a completed journal voucher to Nancy.
2. Receive training on the microscope from Bao Ping.
3. Reserve time on the microscope.
4. Log your hours on the sign in sheet.

### Users

- Only CFRI and CMMT laboratories may use the facility. Non-CFRI/CMMT academic users may have access to the facility after negotiation of rates and approval by the Director.
- Members of the Diabetes and Nutrition research programs have priority booking for all microscopy resources. No one can bump or delete an existing reservation.

### Hours

- Microscopes are available Monday through Friday from 9am to 5pm. Use of the microscopes after hours is only by arrangement with Bao Ping Song.

# **Histology and Imaging Facility**

**950 W. 28<sup>th</sup> Ave.**

**Vancouver BC V6H 3N1**

**604.875.2000**

**x5699 Histology Room A4-132**

**x7564 Imaging Room A4-110**

**bpsong@interchange.ubc.ca**

**ndudek@cw.bc.ca**

## **Computing**

- File storage on the desktop is prohibited. Files will be deleted weekly.
- Users may not check email, surf the web or download software onto the computers.
- Users may not use a microscope computer for data analysis. The microscope computers are for image capture only. A stand-alone PC workstation with data analysis software is available for quantification.

## **Finance**

- Payment by open JV is mandatory.
- The Imaging Core is a not-for-profit laboratory. User fees pay for maintenance, repair, service contracts, upgrades, and training. These fees do not cover all costs. The Core is subsidized by grants to Diabetes and Nutrition Program investigators from the CFI and MSFHR.

## **Safety**

- Waste receptacles will not be provided in the imaging suite. Waste must be disposed of at your lab bench.

## **Community relations**

- Training and reservations for all microscopes are mandatory.
- No charges will be billed for a cancellation if 24 hours notice is given. Please see or email Bao Ping Song to cancel a reservation.
- Reservations will be released after half an hour of "no-show". No-shows and late users will be billed for 50% of the reserved time.
- Notify Bao Ping Song of any accidents, damage or problems immediately.
- Return the microscope and software to its default settings before you leave.
- Acknowledgement of the core lab is very important for our continued funding. Please acknowledge the CFRI Histology and Imaging Facility in your posters, seminars and publications.