

# Histology and Imaging Facility

950 W. 28<sup>th</sup> Ave.  
Vancouver BC V6H 3N1  
604.875.2000  
x5699 Histology Room A4-132  
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## Contacts:

Managers: Dr. Bao Ping Song, 604-875-2000 X 5699, [bpsong@interchange.ubc.ca](mailto:bpsong@interchange.ubc.ca)  
Dr. Jingsong Wang, 604-875-2000 X 7564, [jinwang@cfri.ubc.ca](mailto:jinwang@cfri.ubc.ca)  
Finance: Ms. Meg Hughes, 604-875-2000 X 4905, [mhughes@cfri.ca](mailto:mhughes@cfri.ca)  
Director: Dr. Bruce Verchere

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

Station	Unassisted Use	Training/Assisted Use	Extra hours for time-lapse
Olympus BX61 or BX51	\$15/h	\$25/h	NA
DelataVision	\$20/h	\$30/h	Negotiable
Olympus FV500	\$25/h	\$35/h	Negotiable
Zeiss Axioplan2	\$10/h	\$15/h	NA
Image Analysis	\$5/h	\$15/h	NA
NikonE200	Free	Free	NA

- *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 Jingsong.

## Getting Started

1. Submit a completed journal voucher to Meg.
2. Receive training on the microscope from Jingsong.
3. Reserve time on the microscope through online websites or email Jingsong for DeltaVision scope.
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 managers.

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Follow all Canada and BC governments, UBC, CFRI and Imaging Core Facility policies, rules and procedures EXACTLY.

Any user must be trained and qualified by Jingsong Wang before independent operation. No user may use Imaging Core properties to train any users.

## Reservation

1. Reservation must be done 24 hours before the actual station time.
2. The maximum reservation is four hours for Confocal and three consecutive hours for the fluorescence microscopes and image analysis PC. Contact managers for longer time.
3. Late users and no-shows will be charged 50% of the reserved time. Reserved no-show times will be opened to other customers.

The BX61 Fluorescence Microscope online calendar is  
[http://www.my.calendars.net/cfri\\_imagingbx61](http://www.my.calendars.net/cfri_imagingbx61) USERID: bx61 Password: 4image

The DeltaVision High Resolution Live-cell Deconvolution Fluorescence Microscope online calendar is [http://www.my.calendars.net/cfri\\_livecell](http://www.my.calendars.net/cfri_livecell) for view only. All reservation must go through managers.

The FV500 Laser Scanning Confocal Fluorescence Microscope online calendar is  
[http://www.my.calendars.net/cfri\\_fv500](http://www.my.calendars.net/cfri_fv500) USERID: fv500 Password: 4image

The BX51 Fluorescence Microscope online calendar is [http://www.my.calendars.net/cfri\\_bx51](http://www.my.calendars.net/cfri_bx51)  
USERID: bx51 Password: 4image

The image analysis PC online calendar is [http://www.my.calendars.net/cfri\\_analysis\\_pc](http://www.my.calendars.net/cfri_analysis_pc) USERID:  
imagepro Password: 4analysis

## How to make a online reservation:

1. Go to the online calendar, click a date to add event using the user name and password above
2. Type your name, PI, phone extension, set starting and ending time
3. Check carefully before submitting your event. **Once submitted, the reservation could not be modified. The reserved time period will be billed! Contact managers for cancellation 24 hours before the reserved starting time.**
4. View calendar
5. Verify you reservation. **If something mistyped go to step 3 above.**

The online calendars are dynamically online with one access for creating and editing, and unlimited access for viewing. If you cannot access the website, please "press F5" or refresh IE ("press F5" or reload for Firefox).

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## Computing

- **Image file storage on the desktop is prohibited. All image and data files will be deleted weekly without notice.**
- Users may not check email, surf the web or download software onto the computers.
- Users may not use a microscope computer for data analysis without permission from Jingsong Wang. The microscope computers are for image capture only. A stand-alone PC workstation with data analysis software is available for processing and analysis.

## File Transfer

- **NO removable device is allowed to use on any Imaging Suite computers, including USB drivers, external hard drivers, memory cards, CDRW and DVDRW disks.**
- Three secure options to transfer image data from imaging core computers
  - 1. transfer files to their group folder online;
  - 2. use CFRI File transfer Utility online on: <http://dropbox.cfri.ca/> by uploading one file (compress or ZIP all files to one new file) under 1G size to CFRI server, and send the download link to one's email.
  - 3. burn CD or DVD disks. It's recommended to store all original raw data as read-only backup on CD-R or DVD+R (DVD-R on DeltaVision Live Cell computer).

## 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 Jingsong Wang 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 Jingsong Wang 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.

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## Training schedule

Our regular trainings are scheduled on Wednesday at 1:30 to 4:30 pm, taking 1-4 users. If you reserve training online according to the following schedule, it would be guaranteed. For rush training, contact managers.

- Microscopy BX61 or BX51 on the 1st. Wed. of every month
- Confocal or DeltaVision on the 2nd. Wed. of every month
- Image Analysis on the 3rd. Wed. of every month
- Flexible on the 4th. Wed. of every month
- Other training time negotiable with managers

Whoever reserves first gets service first. Other users may join in the reserved training session by paying full.

## Welcome

### Take nothing but your images

**Following the file transfer rules, do move your image files as soon as you finished your job.** Do not take any property belong to Imaging Core Facility, as small as pens, flashing lights.

### Restore everything but your experience

**Restore all the hardware and software to their defaults or initials.** If you have to change any setup, configuration and profiles, please restore to their initials. Please “save as” your setup, configuration and profiles files with your name within a folder named “configurations and profiles...” under “My documents” Folder. This configuration folder will not be cleaned. Please do not save the default or change others files.

### Leave nothing but your Login/Logout.

**One has to log in before starting and log out at the end on the log sheet.** The Imaging core provides immersion oil for oil objectives, and DI water for water objective, and lens tissue and cotton tip for removing oil/water from objectives, cover slips, and plates. You may dispose these cleaning waists within the Imaging Core Suite. Do dispose everything else such as your sample, slides, culture, dishes within your own lab.

**Happy imaging!**