

## Microscope User Agreement

between

**The Bioimaging Center - University of Geneva**  
(hereinafter referred to as **The BiC**)

and

“  
\_\_\_\_\_”  
(hereinafter referred to as **User**).

**This agreement defines rules, conditions and obligations for users of the Bioimaging Center**

### I. Services provided by The BiC

1. **The BiC** will keep microscopes in best possible working conditions. Down time due to service or reparations will be kept as short as possible. **The BiC** retains the right to restrict instrument usage (for example if instruments are needed during a course).
2. **The BiC** provides bench space for **users** to prepare their microscopy experiments.
3. **The BiC** staff will help **users** with designing, evaluating and quantifying experiments to its best knowledge and capabilities.
4. **The BiC** will provide training on each microscope with no extra charge.
5. **The BiC** provides small consumables (CDs, DVDs, slides, coverslips, dishes etc.) upon request at purchasing costs.
6. **The BiC** does not offer backup and storage solutions. Data acquired during microscope sessions are the responsibility of the user and can be deleted after 3 months from the acquisition PCs. We ask our users to backup and/or delete their data themselves. **The BiC** cannot be made responsible for data loss.
7. **The BiC** provides advice on data analysis and presentation. Two PC workstations with several imaging software packages are available to **users**.

## II. Fees

1. The following fees are for academic **users** only
2. Fees are applied for the use of microscope systems and for the use of the PC workstations as outlined below. These user fees can be adjusted upon notification by the **The BiC** if necessary. Individual discounts may be offered to heavy users at the end of each billing period
3. Current user fees

- Confocal microscopes
  - Leica SP5/STED 30 CHF per hour
  - Spinning disc confocal 20 CHF per hour
  - Zeiss 780 28 CHF per hour
  - Zeiss 700 25 CHF per hour
  - Zeiss 710 2photon 30 CHF per hour
- Widefield and fluorescence microscopes
  - Leica AF6000 LX 10 CHF per hour for first 2 hours 5 CHF thereafter
  - Zeiss AxioImager 15 CHF per hour
  - Nikon Eclipse 80i 15 CHF per hour
  - Nikon Stereo SMZ 15 CHF per hour
  - Nikon Biostation 8 CHF per hour
  - Bioluminescence 10 CHF per hour for first 2 hours 4 CHF thereafter
- Computer and software use: 8 CHF per hour
- Electron microscopy
  - Ultramicrotome: 10 CHF per hour
  - Transmission EM 30 CHF per hour
  - Scanning EM 30 CHF per hour

These fees do not include costs for consumables like glass bottom dishes, electron microscopy grids and chemicals (for example for EM embeddings). **The BiC** has some of these materials at stock and is offering it to **users** at purchasing costs.

### III. General rules

1. In order to make working at the **The BiC** as easy, convenient and fair as possible for everybody it is necessary for all **users** to follow some principle rules:

- It is the **users** responsibility to use any instrument with the utmost care possible
- Before the **user** can use any instrument system in the facility alone he/she must have been properly trained by the **The BiC** staff. If a **user** has not used an instrument for more than 6 months, he/she needs to talk first to the **The BiC** staff in order to determine if retraining is necessary.
- **Users** should follow the start-up and shut-down procedures as indicated by the **The BiC** staff and documented near the microscopes.
- **Users** should notify the **The BiC** staff if there is anything unusual during their session.
- **Users** are hold responsible to clean up after each session. This includes cleaning objectives, and removing all their materials.
- If instrument setup changes have been made during a session the **user** is obliged to put everything back to normal at the end of his/her session
- Users are responsible for the storage of their data. **The BiC** cannot be made responsible for data loss.

2. Registration and Booking

- Booking of the microscope before use is obligatory.
- To register and obtain a username and password **users** need to follow the procedure as indicated on the The BiC's website: (<http://bioimaging.unige.ch/user-guideline>).
- The minimum reservation time is one hour; the maximum time depends on the instrument.
- **Users** should adhere to their schedule as closely as possible. Annulations of reserved time slots can be only performed until 2 hours before the start of the reservation. After this time window cancellations can be only accepted exceptionally on personal request of the **user** and in accordance with the **The BiC** staff
- The systems cannot be reserved for more than 3 weeks in advance.

- If necessary the **The BiC** staff can reduce the maximum weekly reservation/scope time per **user**.

#### IV. Publications

- The **user** has the right of authorship on any data obtained at the **The BiC**'s instruments. Upon publication we ask the **user** to acknowledge the **The BiC**.

#### V. Disclaimer

- Any Material and Instrumentation provided by **The BiC** is understood to be experimental in nature and may have hazardous properties.
- All equipment and reagents provided by the **The BiC** are employed at the **User**'s own risk. The **The BiC** cannot be held responsible for the loss of any sample and/or data.

#### The BiC

Signature : \_\_\_\_\_

Christoph R. Bauer  
Head of the Bioimaging Center

#### User

#### Group leader

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

Place and date : Geneva, \_\_\_\_\_