

1 All users

- 1.1 All users (both Internal and External to the Dunn School) are required to be registered, fully trained, and fill in an online risk assessment form before using any Bioimaging Facility Resources.

2 University Status

- 2.1 Any member of Oxford University and holding a valid University Card may use the Dunn School Bioimaging Facility. Non-Oxford University members may be able to use Bioimaging Facility Resources on a case-by-case basis.

2.1.1 University card

Ensure you have a valid University Card for the Dunn School. See Philip Cobden for further details. This is required for the card-access system of the department.

3 Registration procedure

Step 1: Project Feasibility

Users should first contact the Bioimaging staff member relevant to the work they wish to undertake to arrange a preliminary discussion about project feasibility.

Step 2: Training

All users will be trained in the safe and correct use of appropriate instruments for their registered project(s).

Levels of assistance will be given that are appropriate to each user's level of competence, the length of a particular project and the agreed techniques to be used. Bioimaging Facility Staff will discuss with users the most appropriate instrument(s) and technique(s) for their needs, offer advice and help as required and review projects at suitable intervals.

Users cannot book instruments until they have shown proficiency in key skills, whereupon they will be 'qualified' for the particular system on which they have been trained. They will be expected to work under the supervision of the Bioimaging Facility staff until qualified in the key skills. After completion of a short training session (or sessions, depending on progress) and in some cases a probationary period, the user will be 'qualified' which will activate their access to the web-based booking system for that particular instrument and access to the appropriate microscope room(s).

To undertake work in the Biological Specimen Preparation laboratory, users must have attended the 'Introduction to COSHH & Chemical Safety' and the 'Radiation Safety for Laboratory Workers' (for TEM users only) course(s) run by The University of Oxford Safety Office.

4 Use of Bioimaging resources.

All use of all Bioimaging resources must be pre-booked or recorded at the time using the online booking system.

5 Instrument Use

5.1 Booking time on instruments

All users must book time through the online booking calendar.

5.2 Charging

The cost recovery method agreed by the department will charge users for each booked slot (1 hour) of each resource against the grant code. A full description of the cost recovery scheme is available elsewhere.

External users will be asked to provide a PO for the use of Dunn School Facility services at the end of each month.

If any group incurs a total charge of more than £20k/year, they will not be charged for any further usage in that year.

By prior arrangement with the Bioimaging Facility staff, some users who are conducting extended imaging ('time-lapse') experiments may book certain instruments for extended periods. 'Time-lapse' experiments will be charged at a full rate for the first 3 hours, and then charges will drop by 80% of full rate for all subsequent hours.

5.3 Access to Bioimaging areas

Internal users will be given card access privileges necessary to use the instruments agreed with the Bioimaging Facility staff for their own projects.

Users must not:

(i) Operate instruments for, or otherwise attempt to provide Bioimaging services or resources to, non-registered users under any circumstances. Arrangements can be quickly and easily made for short-term projects, undergraduate student projects, etc.

(ii) Permit access of non-registered users to the Bioimaging Facility areas in the absence of Bioimaging staff.

6 Acknowledgement

6.1 All Dunn School resources and staff must be properly recognised in publications.