



User Policy

1 All users

Anyone wishing to use any of the Bioimaging service resources must complete some preliminary 'housekeeping' activities **in the order described below**.

2 University Status

2.1 Internal (members of the Dunn School)

2.1.1 Definition of an internal user

A user is considered to be an internal member of the department if The Dunn School is their primary department as entered into the University Card system.

John Marriot can provide this information.

2.1.2 University card

Ensure you have a valid University Card for the Dunn School. See Mike Simpkins for further details. This is required for the card-access system of the department and also for additional security within the on-line booking system.

2.2 External (non members of the Dunn School)

2.2.1 Definition of an external user

A user is considered to be external if the Dunn School is not their primary department as entered into the University Card system.

2.2.2 Internal sponsor

All prospective external users (as defined above) must first obtain an internal 'sponsor' who must be a member of the Dunn School and also be a registered microscopy user.

The sponsor will be responsible for the conduct of the external user and their project(s).

All external users (and their projects) will be subject to authorization by the Head of Department or a nominated Academic responsible for overseeing the Bioimaging service (usually the chair of the Bioimaging Steering Committee) before any work may commence.

All sponsors should ensure that their prospective external users (as defined above) are registered with IT/Bioimaging ahead of their starting work to avoid unnecessary delays. This is particularly important in the case of students whose primary affiliation will normally be a College or the MSTC.

3 Registration procedure

3.1 Step 1: IT services

Users are encouraged to approach the Bioimaging group informally in the first instance for preliminary discussions about project feasibility etc.

Notwithstanding any informal approaches, the first official step of registration is to call in (personally) to the IT service. An appointment may be necessary. External users must be accompanied by their internal sponsor.

3.1.1 Internal users should bring to IT services:

- (i) University Card
- (ii) Details of their grant code for charging
- (iii) Full contact, supervisor and group details

3.1.2 External users should bring to IT services:

- (i) Their internal 'sponsor' (as described above) in person
- (ii) Full contact, supervisor and group details of themselves and sponsor
- (iii) A purchase order from their own institution with full billing details OR
- (iv) A Dunn School grants code authorized by their sponsor.

NB. It will not be possible to cross-charge external users later if a Dunn School grant code is given at registration so it is important to arrange external billing if required at the beginning of the project.

3.1.3 Internal users will be given by IT services:

- (i) Departmental network access.
- (ii) Group services password for on-line access to stores, BRIAN etc.
- (iii) Confirmation that their contact details etc. are correctly added to the services management database.
- (iv) Access to temporary (scratch) and medium-term (Bioimaging server) digital storage space.
- (v) Advice on supported backup strategies and archive media.
- (vi) An entry in the Bioimaging services mailing list
- (vii) The name of an individual who will take responsibility for managing their data storage area.
- (viii) Details of the access/login passwords etc. will be generated and passed to the Bioimaging service staff that will give them to the user.

3.1.4 External users will be given by IT services:

- (i) Limited departmental network access.
- (ii) Group services password for access to Bioimaging on line etc.
- (iii) Confirmation that their contact details etc. are correctly added to the services management database.
- (iv) Access to temporary digital storage space for images and advice on our supported backup/archive media.
- (v) An entry in the Bioimaging services mailing list
- (vi) The internal sponsor will take responsibility for managing their data storage needs.
- (vii) Details of how to enter a project proposal into BRIAN
- (viii) An 'external grant code' which should be written on the **PO (if used)**.
- (ix) Confirmation that their PO number(s) has been written in the notes field of the user registration form.
- (x) Details of the access/login passwords etc. will be generated and passed to the Bioimaging service staff that will give them to the user.

3.1.5 Project registration

Registered users can submit requests for Bioimaging resources in connection with their research projects at any time.

New users should submit a project proposal when they visit IT.

- (i) Log into BRIAN (IT will assist new prospective users).
- (ii) Go to 'Enter a New Project' and submit the on-line project form.
- (iii) Contact the Bioimaging Service to arrange a convenient time to discuss your needs and commence training.

3.2 Risk assessment for submitted projects

The 'specimen types' section of the on-line project form should indicate any hazardous material(s) or technique(s) to be brought into or conducted within the Bioimaging areas as part of the intended project (e.g. 'chemical hazard', 'biological hazard' etc.). If any such hazard is indicated, a risk assessment, signed by the prospective user, should be taken to the Bioimaging Service where a copy will be retained. BI staff will discuss ways to minimise any risks to an appropriate level and must be satisfied that any remaining risk may be safely managed before the project is approved.

3.3 Step 2: Tell Bioimaging services what you want to do

After you have checked in with IT, please contact the Bioimaging Service by e-mail or in person to request use of the service.

3.3.1 Bioimaging Service project management

When you visit the Bioimaging service at the commencement of a project we will:

- (i) Check you have networked, storage etc. access OR give you these details as passed to us by IT services.
- (ii) Associate your project with your user details
- (iii) Approve commencement of training (internal users) OR
- (iv) Refer the application to the Nominated Academic for approval (external users).

4 Training

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

The Bioimaging service does not offer a service running samples for any users.

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. The Bioimaging Group 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' Meetings, workshops and training courses will be announced through the Bioimaging service mailing list and/or the web site.

4.1 Key skills

The key skills required in order to be 'qualified' to use an instrument unaided are listed in the instruments section of BRIAN. Some instruments may also have an advanced qualification for more experienced users.

4.2 Card access

The training required before users will be given card access to the relevant Bioimaging areas is detailed under the instrument section of BRIAN.

4.3 Instrument 'qualification'

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 Service 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 (BRIAN) for that particular instrument.

5 Use of Bioimaging resources.

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

6 Internal users (members of the Dept. of Pathology)

6.1 Booking time on instruments

All internal users may book time, subject to the maximum individual and/or group booking allocation through BRIAN. For heavily used instruments, this is currently:

- (i) 3 hours per day for an individual (per instrument) between 9am and 6pm
- (ii) 12 hours per week for any group (per instrument) between 9am and 6pm

6.1.1 'Off-peak' time

Un-booked time, time before 9am, or after 6pm and at weekends can be freely used, but must be recorded in BRIAN. Thus, periods longer than 3 hours can easily be booked (e.g. 3-6pm and 6-9pm).

6.2 Booking slots

Users should try, wherever possible, to book sessions aligned on 3 hour blocks (i.e. 9 – 12, 12-3, 3-6 rather than 10-1, etc.)

6.2.1 Booking time-lapse sessions

By prior arrangement with the Bioimaging Service staff, some users who are conducting extended imaging ('time-lapse') experiments may book certain instruments (identified in their 'comments box') for periods longer than 3 hours in any day. These users will be given a Timelapse qualification in BRIAN. In this case, time-lapse slots up to 5 hours can be booked in the normal way. Users will be expected, if at all possible, to use 'off-peak' time (see above). For time-lapse slots of 6 or more hours, the first and last 3 slots should be booked in the normal way and an e-mail sent to the Bioimaging Service requesting a time-lapse block booking to cover the intervening time.

6.3 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 indicated in the selected project. A full description of the cost recovery scheme is available elsewhere.

6.4 Group services manager

Groups with many users of the Bioimaging service may have a nominated individual to act as a services 'line manager' to offer local help and management to group members and, in particular, to manage their group's data storage area.

Bioimaging service staff will continue to train all new users before they may use instruments themselves.

6.5 Access to Bioimaging areas

Internal users will be given any security codes and/or card access privileges necessary to use the instruments agreed with the Bioimaging Group 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 service areas in the absence of Bioimaging staff.**

All visits/tours etc. should be arranged with the Bioimaging Service Staff

7 External users (not Primary members of the Dept. of Pathology)

7.1 Registration

All prospective external users will be subject to authorisation by the Head of Department or a nominated Academic responsible for overseeing the Bioimaging service before any work may commence.

All authorised external users should first arrange a sponsor from within the department who must be a registered microscopy user. Priority will be given to projects involving 'real' collaborations with members of the Dunn School.

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

7.2 Booking and use of time on instruments

All use of microscopes must be arranged through your departmental sponsor. Booked time will count towards the sponsor's maximum group allocation. External users may be restricted to certain times of the day.

7.3 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 indicated in the selected project. A full description of the cost recovery scheme is available elsewhere.

7.4 Access to the department and microscopy areas

External users may (or may not) not be given card access privileges for the security systems of the department. Oxford University Card holders may be given some access to certain Bioimaging Service areas at the discretion of the Bioimaging Services Manager who authorises all card access to service areas. External users must arrange with their sponsor to be let in/out of the department if needed (e.g. after hours) and possibly with their sponsor or Bioimaging Services staff for access to the controlled microscopy areas.

The sponsor is responsible for their external user(s) while they are in the department.