



Centre for Microscopy

Regulations: General usage and visitor guidelines (2011-)



1. General

- 1.1 It is recommended that visitors/researchers utilise the facilities according to Level 4 assistance (see **4. Addendum**) (safety regulations applicable according to usage of dangerous chemicals, high voltage equipment and radiation exposure).
- 1.2 No researcher may handle any equipment without proper training by academic centre personnel beforehand and will be declared as an independent user by the director. Support will be given at all times as required.
- 1.3 Independent users and their departments remain fully responsible for any damages incurred by improper handling of any equipment/microscopes or specimens that cause damage (evaporation, corrosive or any other chemicals or substances).
- 1.4 It is recommended, as far as possible, that independent researchers use the facilities during *standard* hours (08:00-17:00). Special provision for after hours' research can be arranged. During afterhours research the visitor is fully responsible for the security of the Centre and independent users and their departments remain responsible for damages (including likely theft of any equipment, computers and sundries, as the different laboratories are very secluded).
- 1.5 No user shall attempt to repair or rectify any equipment that appears to become inoperable during independent handling and must interrupt the usage of the specific equipment without delay. The problem must be reported and the project may only be resumed as soon as the situation is resolved by centre personnel.
- 1.6 The independent user will be advised how to secure the Centre during visits.

2. Security

- 2.1 The independent user will have access only by the front door of the Centre.
- 2.2 The user will receive only an electronic controlled security entrance card and all entries and exists are logged.
- 2.3 The user may also receive a special emergency exit code in case of fire or other emergency situations. When the security code is used to exit the building an alarm system will be activated and campus security will also be alerted.
- 2.4 No additional visitor(s) may accompany an independent user without prior arrangement, especially afterhours. No visitor may remain in the Centre at all even if the user leaves the building for any brief period (1.3 and 1.4 apply). The alarm system activates on standby as the electronic card is logged as an exit.

3. Research support by the Centre for Microscopy

- 3.1 The Centre for Microscopy is an institution for research support and priority will be given to Level 4 users/researchers (see **4. Addendum**). It is recommended that researchers/students/users be present during booked sessions at any microscope.
- 3.2 Academic centre personnel may be incorporated as co-study leaders, -promoters, -authored publications and research contracts according to regulations (see **4. Addendum**).
- 3.3 Centre personnel remain friendly and uncompromised committed to research support to all students and researchers interested to undertake projects in ultra- and nanostructure.
- 3.4 Centre personnel give full-time support in the operation and technical problem solving at the microscopes and preparation equipment. Interpretation enquiries regarding results must be directed to project leaders/supervisors.

4. Addendum (refer white paper, regulations 2003: *paragraph 5. Research assistance by personnel of the Centre*)

- 4.1 *Independent users (after applicable training) and other users will receive an invoice for the use of all equipment and microscopes with tariffs as determined by the Executive Committee of the Centre, approved by the Faculty Board.*
- 4.2 *Research support/involvement (written contracts where applicable) by academic personnel of the Centre is as follows:*
 - **Level 5.** Independent users: The user, by signing this document below and validated by the project/study leader or head of department, confirms to abide by all regulations as stipulated and as explained during training.
 - **Level 4.** Specimens can be handed in at the Centre for all preparations and examined according to the agreed upon requirements of the researcher, results will not be interpreted. The Centre is remunerated for all costs incurred.
 - **Level 3.** Research result interpretation is done only when academic personnel of the Microscope Centre are regarded as co-author of a publication as an outcome of discussions and planning of experiments as in Level 4.
 - **Level 2.** Academic personnel of the Centre are in regarded as third author/s if contracted as co-promoter/supervisor of a masters or doctoral study. The student must be able to do certain preparations and microscope operation after completion of the appropriate courses under supervision of personnel.
 - **Level 1.** Academic personnel of the Centre are regarded as second author if contracted to do all preparations, microscope operation and interpretation of ultrastructural phenomena discovered.
- 4.3 **Funding** for all levels of input is debited against the entity account of the user/researcher/department.

Please indicate your level of research, sign and deliver the document at the Centre for Microscopy.

Level of support (print in full e.g. <i>Level 1</i> or <i>Level 2</i> , etc)	User/Researcher Name (Print name)	Supervisor/Line Manager (Print name)

(please sign above)

(please sign above)