

TERMS AND CONDITIONS (SECTION A)**Training**

- Users are to fill up the registration form and endorsed before commencement of the training.
- All new users are required to attend a training before being allowed to operate the microscopes independently. Users have a choice of bringing their own samples or use an in house sample for the hands-on session. Subsequent bookings will be charged at user operated rates.
- Users who have not completed the training session will be charged at staff operated rate.

Bookings and Cancellations

- Minimum chargeable and booking duration is 30 minutes. Users are charged for all hours booked plus any extension of usage.
- Reservations may be cancelled without charge up to 24 hrs prior to the scheduled start time.
- To cancel a reservation within 24 hrs prior to the start: half of the fee is charged unless user finds someone else to book all or part of the time slot.
- Users who are late for more than 30min without informing CMU staff may have their slot cancelled and given to other users on the waiting list. They will still be charged the full hours booked.
- Missed appointments or appointments cancelled after the start time are charged the full scheduled time.

Maintenance

- Handle the system with care. If in doubt, seek help from the facility staff.
- Use the correct immersion medium for its respective objective and clean the oil objectives with 100% ethanol or wipe the water lens after use.
- User must clean up the bench and system after use.
- Do not switch back and forth between Oil objectives and Air objectives without wiping the oil away from the oil objectives first

Data

- Users are responsible for their own data.
- Facility staff will not be held responsible for any loss, corruption and modifications of any data.
- Data will be cleared every month without notice.

Publications and Acknowledgements

- Please acknowledge the NUSMed Confocal Microscopy Unit in publications or grant submissions in which you use images or data generated from the facility.

Safety

- All users must attend the Canvas Online ORMC laser safety training.
- Proper PPE must be worn by users at all time.
- All users operating the confocal microscopes must have a valid NEA N3 Laser License.
- All users should dispose sharps into the sharps bin provided.
- All users should clearly read through, understand and acknowledge the risk assessment.
- Never look directly into the light beam during imaging.
- All users should inform facility staff of any chemicals **before bringing** to the facility, and they should maintain their own assigned space, LMMS, SOP and RA on the use and transport.
- We reserve the right to dispose chemicals placed at the wrong location and reject the chemicals if we do not have suitable storage space.

APPLICATION FORM
1. Supervisor/Principle Investigator

Name of PI: _____ Department/Company: _____
 Email: _____ Contact Number: _____
 Grant number: _____

2. Applicant Particulars

Name	Contact No.	Email

3. Sample information

Research project:

Details or information on techniques to be used:

- | | | |
|--|---|--|
| <input type="checkbox"/> Confocal | <input type="checkbox"/> Time lapse | <input type="checkbox"/> FRAP |
| <input type="checkbox"/> Brightfield/ Fluorescence | <input type="checkbox"/> Multiple location | <input type="checkbox"/> FRET |
| <input type="checkbox"/> DIC | <input type="checkbox"/> Stitching | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Z-stack | <input type="checkbox"/> Histology Slide Scanning | |

Type of cells/ samples to be used (Note: Biohazard Safety Level 1 facility- no live infectious agents allowed):

- ☐ Live specimen
☐ Fixed specimen

Type of holder:

- ☐ Well plates
☐ Slides
☐ 35mm Dishes
☐ Others: _____

Fluorescent proteins/ fluoreophore/ dyes/ probes to be used :

Agreement

I acknowledge that I have read, understood and agreed to abide to the terms and conditions in **Section A** of this form.

Applicant Name/ Signature / Date

Agreement

I approve the use of the above grant to cover charges incurred at the Confocal Microscopy Unit and I acknowledge that the Applicant is aware of the usage policy.

PI's Name/ Signature/ Date

FACILITY CHARGES

Equipment	Internal Users	External Users
Olympus FV3000 Confocal	\$30/hr	\$37/hr
Yokogawa CQ1 Spinning Disk Confocal	\$30/hr	\$37/hr
EVOS M7000	\$10/hr	\$10/hr
Zeiss AxioObserver Fluorescence	\$5/hr	\$5/hr
TissueGnostics TissueFAXS TMA & Slide Scanner	\$30/hr	\$30/hr

Service	Internal Users	External Users
Imaris Workstation	\$10/hr	\$10/hr
Matlab Workstation	\$10/hr	\$10/hr
Training for any equipment	Equipment rate + \$70/hr/pax	Equipment rate + \$90/hr/pax
Staff operated for any equipment	Equipment rate + \$70/hr	Equipment rate + \$90/hr

Staff Contact Information

(+65) 6516 6306

Ms. Lee Shu Ying (medleesy@nus.edu.sg)

Ms. Pang Yu Hui Delia (deliapang@nus.edu.sg)