



Comparative Pathology Unit User Rules

All users are required to read and understand the following Comparative Pathology Unit User (CPU) Rules and confirm their acceptance in order to provide convenient and reliable access to high-quality service for as many people as possible while protecting both the users and the instruments from the consequences of any misuse.

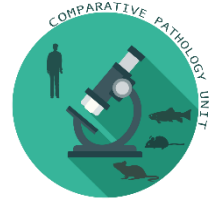
1. Acknowledgement of the CPU in Publications

Acknowledgements are of the utmost importance for the CPU, as publications from our users are a major hallmark for the impact and importance of a facility. They prove the effective use of the CPU resources to research networks, and are a prerequisite for the success of the CPU in evaluation processes and grant applications.

When you (your colleagues/collaborators) use data acquired, analysed or processed at the CPU in a publication, or use them in a grant application, the CPU must be acknowledged as part of iMM Infrastructure. For example:

- **If you have used Histology Service:** “This work was supported by the Histology Service of Comparative Pathology Unit of the Instituto de Medicina Molecular”
- **If you have used Electron Microscopy Service:** “This work was supported by the Electron Microscopy Service of Comparative Pathology Unit of the Instituto de Medicina Molecular”

Publications encompass, but are not limited to, scientific papers, Bachelor-, Master- or PhD-thesis as well as contributions to conferences.



2. First time user

- **ON DEMAND:** If you want CPU staff to perform the sample preparation you should contact the staff prior to the experiment to book a meeting to define experimental goals and methods. During that meeting, CPU Staff will explain how to submit your request and how to properly handle your samples.
- **SELF-SERVICE:**
 - If you are a self-service user, you must complete a training by the CPU team before getting access to book the equipment on Agendo and CPU preparation lab, without exceptions!

IMPORTANT: Users cannot train new-users, and untrained guests may not operate the instruments/use the preparation lab!

- You should request your first training session 1 week before using the equipment.
- If you don't have samples/slides to run the experiments, your training session will be cancelled and you will have to request a new access, closer to the beginning of your experiments (complying with the previous rule)
- [First and second level*] Inactive users (inactive for 1 month) will be automatically lose access to the calendar and should request a new training session; in order to make the best use of our human and technical resources, we advise you to plan your experiments taking this information into account.
- After you training session, you will receive a Level Certificate* [see section 3] Training
 - Once you receive your "**1st Level User Certificate**", you should bring that document with you during all your sessions; 1st Levels can request a maximum of 2 assisted sessions (is mandatory to request assistance upon booking). During those 2 sessions 1st level users are expected to handle the equipment by oneself, but will have an experienced staff member allocated to help them at any time. During assistances is mandatory that only the person requesting the assistance is present – during assistances the rule "No more than two people can work at the same equipment simultaneously" is not applicable.
 - After 2 assisted sessions, you either receive a "2nd Level User Certificate" or we will book another training session (with one of your samples).
 - **2nd Level Users** can contact the staff (without requested assistance on Agendo) for occasional technical advice, but are not expected to request technical support.
 - **3rd Level Certificate** will be given if you use the equipment on a weekly basis for a 3 month straight period.

IMPORTANT: Our staff will happily provide technical advice upon request in order to improve the quality of your experiments, but we will not validate or interpret them.



3. Training

Based on their training and experience, users are divided into the following categories, and have different access rights to the CPU:

- **1st Level User:** During training and assisted usage. **Access restricted to office hours (09h -18h) – Requested assistance upon booking is mandatory**
- **2nd Level User:** Inexperienced trained users, who might need occasionally technical advice. **Access restricted to office hours (09h -18h).**
- **3rd Level User:** Experienced trained users. **Allowed to book after-hours slots that will only be approved upon signing the informed consent 24 hours before the booked time** (Contact CPU staff)

4. General rules

- You are responsible for the system during your booked session. Inform the CPU Staff immediately if there are any problems with the equipment! If you are also uncertain about something or cannot remember how to operate the system, please ask the CPU staff for advice.
- Outside working hours (9h-18h) and on weekends/Holidays, only third level users (see Training) are allowed in the facility. Note: Cryostats are not allowed to be used during the weekends.
- No more than two people can work at the same equipment simultaneously.
- Keep the equipment and all working spaces clean! After you finish, clean everything and remove all your belongings.
- If an instrument is not available due to technical issues or maintenance, it is blocked for booking. Affected users will be informed by e-mail or telephone and will be supported by CPU staff to perform their experiments on an alternative instrument if possible.

5. Booking and pricing

- Booking of the equipment in Agendo before use is mandatory.
- A requisition form to register the usage time will be available on site and registration is mandatory for every booking session.
- No-show (make a reservation and neither uses nor cancels it) without any explanation prior to the booking will be charged for the whole booking period.



- The systems can be reserved up to 2 weeks in advance and the maximum length of a reservation is 5 hours (in one session) per day, unless you have requested additional time from the CPU staff (exceptionally, 3rd Level Users booking Nanozoomer SQ after-hours have no time limitation)
- Cancellations:
 - Should be done as early as possible, minimum 24 hours in advance to avoid being charged.
 - on the same day, either due to sickness or experiment failure, will be charged for 1hr.
 - Remember to Log your usage, please note that if the machine is booked and usage is not logged, it will be considered a no-show and charged for the whole booking period.

6. Data handling

- While acquiring the images on Nanozoomer, save them in a folder titled with your full name in the Users folder (on the desktop microscope computer).
- At the end of the imaging session, copy your images immediately to your lab's folder on the research server. It is strictly forbidden to use USB sticks or drivers! Data transfer is allowed in only one direction: FROM the CPU computers TO user backup storage solution. The folder on the computer can only be used as a short-term storage (max. 3 weeks). **IMPORTANT:** folders/images older than 1 month are automatically erased.
- Once the data have been transferred from the Nanozoomer computer to your storage solution you have full responsibility for the data. This includes both storage and backup as well as correct handling (i.e. that no image manipulation/misconduct is performed) and interpretation.

7. Safety Policies

- Biohazards and chemical hazards
 - If you work with any hazardous (contagious, carcinogenic, radioactive etc.) material ask the CPU staff if you are allowed to bring these into the facility and, if so, what precautions to take.



- Any surfaces that have come into contact with specimens that present a biosafety concern must be wiped off with the ethanol solution available in the facility. These surfaces include the instrument itself as well as the working areas around the instrument.
- Any waste, which needs to be taken care of as a biohazard (e.g. chemicals, human tissue, infected or genetically modified material), has to properly disposed. If you're uncertain how to dispose something please contact the CPU staff.
- Hazardous substances used in the CPU lab have to be handled and disposed according to MSD sheets and risk assessments.
- Gloves are prohibited when using the Nanozoomer. This equipment is considered 'clean' and wearing gloves might contaminate them. If gloves are needed for handling specimens they must be removed before operating any instrument. Handling common equipment with contaminated gloves places all users of the facility at risk of exposure!
- Food and drinks are not allowed into any part of the CPU Facility.

These rules and regulations are subject to change at any time. Suggestions are always welcome. Thank you very much for your cooperation, and do not hesitate to contact the CPU staff in case of doubt!

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