

**ZJE Imaging Core User Management Regulations (2024Trial)**

This regulation was made to maintain the stable and efficient operation of the Imaging Core and to further regulate the management of the Image Core instruments.

**Part 1 Type of Users**

**Article 1** In terms of large instrument, types of users are divided into unauthorized users, ordinary users, and senior users. See the table below for details:

|  |  |  |
| --- | --- | --- |
| **Type** | **Access** | **Recognition conditions** |
| Unauthorized users | Cannot reserve the use of the instrument | New users who completed the registration on website  |
| Ordinary users | Can only reserve during regular working hours | 1. Attended theory training and passed the theory exam
2. Attended the operation training and Passed operation assessment
 |
| Senior users | Can reserve all the time slots when the instrument is available | Passed independent operation assessment |

In terms of smaller instrument, types of users are divided into unauthorized users and ordinary users. See the table below for details:

|  |  |  |
| --- | --- | --- |
| **Type** | **Access** | **Recognition conditions** |
| Unauthorized users | Cannot reserve the use of the instrument | New users who completed the registration on website  |
| Ordinary users | Can reserve all the time slots when the instrument is available | 1. attend the operation training
 |

**Notes**: Working hours refers to 8: 30-11: 30,13: 00-17: 00 Monday to Friday. Non-working hours refers to the rest of the time in addition to working hours, including national legal holidays (New Year's Day, Spring Festival, Qingming, labor Day, Dragon Boat Festival, Mid-Autumn Festival, National Day).

All users should consciously abide by the regulations. See the “ZJE Core Facility User Training and Assessment Regulations (Trial)” for user training and assessment management measures, and the “ZJE Core Facility Credit Score Management Regulations” for credit score management regulations. Undergraduate students are unauthorized users of all instruments and are not allowed to use instruments independently, but they can participate in all kinds of instrument training.

**Article 2** After completing the operation assessment of large instruments, you need to sign the " Safe Use Notification of ZJE Imaging core instrument ", and then the operators can choose to operate independently or not next time according to their own situation. The ordinary and senior users with independent operation capabilities are referred to as "independent operators". Independent operators can only operate qualified instruments independently, and other instruments shall not be used without permission.

**Article 3** Users who have passed the independent operation assessment can become senior users. They should apply to the platform and fill in the “Application for Independent Operation Qualification of ZJE Core Facility” (Here’s the link to download <http://10.105.5.68/portal/news/noticeview?id=19>). This application should be signed and agreed upon by the PI of the research group they belong to and then handed over to the platform for safekeeping.

**Article** **4** The following 3 basic conditions must all be met to apply for the assessment of independent operation qualification:

1) Attend at least one theoretical lecture organized by the Imaging Core (on-site signature is required for attendance).

2) Complete at least 20 hours of instrument operation under the guidance of skilled technician, of which the valid operations of the Nikon CWU-1 spinning microscope exceed 20 times (A single operation ≥ 30 minutes is counted as a valid operation).

3) User credit score is 80 or above.

**Article 5** The assessment of independent operation qualification consists of 2 parts: an operating assessment and a theory exam (100 points in total, ≥ 90 points for a pass). Users who pass the assessment will obtain the independent operation qualification of the instrument and be set as senior users, who can reserve the instrument reasonably during all the available time slots.

**Article** **6** Once the user's credit score is lower than 70, they will be automatically demoted to an ordinary user; Ordinary users whose credit score is lower than 60 will be automatically demoted to unauthorized users, and the PI of the research group will be informed. Once the user’s credit score is lower than 60, they will be in the penalty period. During the penalty period, they will not be able to make an appointment to use any instrument at ZJE Core Facility. Their credit score will be restored to 60 depending on circumstances.

**Article 7** Each user has the responsibility and obligation to supervise normal operation of the instrument. If the abnormal use of the instrument is found, the user shall register and inform the instrument manager as soon as possible. If user fail to report, once found,10 credit points will be deducted and the user is not allowed to use the instrument for one month.

**Part 2 Making Reservation**

**Article 8** The time slot reserved by the independent operator must be used for their own operation. Users cannot make an appointment for another user. If the actual operator is found to use, swipe on and swipe off the instrument with another independent operator's account, the first time the situation occurs, a warning will be given and 10 credit points will be deducted from both users’ credit score. If this happens twice or more, the fees will be doubled (charged as an independent operation), 10 credit points will be deducted from both user, and the user is disqualified to use the instrument for one month. In addition, the reopening time of the instrument for the user would be 1 month later.

**Article** **9** The independent operator should use the instrument according to the appointment time, and should not maliciously swipe off the instrument in advance or frequently swipe on and off the instrument. Once found, the first time the situation occurs, a warning will be given, and the operator will be charged according to the actual use time (charged as an independent operation), and 10 credit points will be deducted from their credit score. If this happens twice or more, the fees will be charged according to the actual use time of the instrument (charged as an independent operation), 10 credit points will be deducted, and the user is disqualified to use the instrument for one month. In addition, the reopening time of the instrument for the user would be 1 month later.

(Note: In the event of special circumstances (e.g., non-ideal samples), users who need to end the use of the instrument earlier are obliged to inform the technician and notify the next user in time. If there is an interval of more than 1 hour until next operator’s reservation, users are required to inform the technician and shut down the system. If they fail to carry out these remedial measures which resulting in the running of the instrument with no one nearby, there will be consequences following Article 9.)

**Article 10** If the independent operator cannot use the instrument on time for some reason, he/she shall cancel the appointment within the no-cost cancellation time, otherwise 3 credit points will be deducted. For example, if the no-cost cancellation time of the instrument is 2 hours, once the instrument reservation is not canceled 2 hours before the reservation start, 3 credit points will be deducted.The instrument is not shut down in time due to the next user who do not show up when appointment time is up or cancel the appointment too late. Once found, the first time the situation occurs, the next user will be given a warning and will be charged according to the actual operating hours of the instrument (charge as an independent operation). 10 credit points will be deducted from the credit score and PI will be notified. If this happens twice or more, in addition to the charge of the actual machine hour (charged by an independent operation), 10 credit points deducted, and notifying the corresponding PI, and the user is disqualified to use the instrument for one month. In addition, the reopening time of the instrument for the user would be 1 month later.

(Note: In the event of special circumstances (e.g., non-ideal samples), users who need to cancel the experiment are obliged to inform the instrument manager and notify the previous and next users in time. If there is an interval of more than 1 hour until next user’s reservation, users are required to inform the instrument technician and shut down the system. If they fail to carry out these remedial measures and the instrument is not switched off resulting in the running of the instrument with no one nearby, there will be consequences following Article 10.)

**Article** **11** All users must make an appointment according to their needs. Those who make unreasonable bookings will be charged for the time reserved (charged as an independent operation). For those who use the instrument for far less than 50% of their reserved time, a warning will be given to them for the first two occurrences. They will be charged for the actual time they use (charged as an independent operation) and 3 credit points will be deducted from their credit score. For the third and subsequent occurrences, the operator will be charged for the time reserved (charged as an independent operation) and 3 credit points will be deducted.

(Note: In case of special circumstances (such as non-ideal samples), users who need to end the use of the instrument in advance are obliged to inform the instrument technician and the next user in time. If the interval is more than 1 hour until next operator’s reservation, the users are required to inform the manger and shut down the system. If they fail to take these remedial measures and the instrument is not switched off resulting in the running of the instrument with no one nearby, there will be consequences following Article 11. The user who has taken remedial measures will be charged according to their actual use time (charged as an independent operation.)

**Part 3 The Start and End of Reservation**

**Article 12**  All users shall check whether the instrument is normal. If the instrument is abnormal, contact the instrument technician in time and make manual registration. All users must get on the instrument on time after making an appointment. The failure to keep an appointment within the protection time will be considered as a breach of contract, in which protection time starts from 15 minutes before reservation time and ends at 15 minutes after reservation time. In this case, 3 credit points will be deducted from the credit score. Meanwhile, this reservation will become invalid, and the instrument technician has the right to arrange for another user to use the instrument. The user will be prohibited from using the instrument for 2 weeks if they have breaches of the contract twice or more a month with no reason.

(Note: In case of special circumstances (the previous user times out), it is necessary to inform the instrument technician in time. The appeal will be handled according to actual situation. Users who do not make an appeal in time will be deemed as a breach of the contract for no reason. There will be consequences following Article 12.)

**Article 13** Independent operators should use the instrument in strict accordance with the operating procedures of the instrument. Independent operators are not allowed to adjust the hardware of the instrument that they are not familiar with and are not allowed to change the software parameters that are not involved in the experiment without permission. Violations of this regulation will result in a warning for the first time. If these kind of violations are found twice, the senior user will be reduced to an ordinary user, the ordinary user is reduced to an unauthorized user, and 10 credit points are deducted. For serious violations that cause instrument failure or economic loss, ordinary users will be prohibited from using the instrument for 1 month, and 20 credit points will be deducted from their credit score. Senior users’ independent operation qualification will be disqualified for 1 month, they will need to participate in theory training again and pass the assessment of independent operation qualification again after 20 hours of instrument operation.

**Article 14** If the independent operator encounters problems in the use of the instrument that they cannot solve, please do not adjust the parameters the instrument without permission. Instead, contact the instrument technician in time, shut down the instrument correctly according to the shutdown steps, and record the problem. If the instrument is found abnormal but the problem is concealed and not reported, 10 credit points will be deducted from the credit score and operation qualification to use the instrument will be suspended for 1 month.

**Article 15** All users should swipe off the instrument in time after the appointment time is up. If their experiment have to continue, they need to make an appointment to extend the time period in time. If the user does not extend the time, they’re not allowed to continue using the instrument and not swipe off their card on time for no reason. Once found, the first time the situation occurs, a warning will be given, the operator will be charged according to the actual machine hours (charged as an independent operation), and 6 credit points will be deducted from the credit score. If this happens twice or more, the fee will be charged according to double the actual use time (charged as an independent operation) and 6 credit points will be deducted. If the circumstances are especially aggravating, the user will be prohibited from using the instrument for 1 month.

**Article 16** all users need to check the subsequent experimental reservation through the core facility website or control pad screen, if there is another reservation within one hour (including one hour), users should follow the shutdown requirements and notification from instrument technician. The loss of the light source or other components caused by failure to shut down the instrument properly will be handled according to the actual situation.

**Article 17** After finishing use the instrument, all users need to record use history manually.

**Part 4 Experimental Data and Others**

**Article 18** The laboratory personnel are allowed to create a folder in the full spelling of their name. The relevant experimental data will be stored for 3 months. Please make a copy of the data in time. Data will be cleaned regularly (once a quarter, and users will be reminded 2 weeks ahead of time). Users who do not copy their data as required will be responsible for the consequences.

**Article** **19** Users can copy data by using Core Faculty’s hard drive (formatting before and after use, make usage registration in room A125) or upload data via UPLOAD. It is strictly prohibited to use USB disks, personal portable hard disks, etc. for copying. Charging devices is strictly prohibited in ZJE Core Facility. It is not allowed to install any software on the microscope computer. Once the above situation is found, 10 credit points will be deducted from the credit score and the user is disqualified to use the instrument for one month. In addition, the reopening time of the instrument for the user would be 1 month later.

**Article 20** During the experiment, the indoor temperature should be at 22 ℃ and the humidity should be at 45% - 60%. If there are any abnormalities, please check the air conditioner and dehumidifier in the room and report the problem to instrument technician.

**Article 21** Drinking or eating around the instrument and wearing gloves to operate the instrument are strictly prohibited. Once found, 10 credit points will be deducted from the credit score.

**Article 22** After use, users need to tidy the bench in time and take away personal belongings.

**Article 23** Without the consent of ZJE Core Facility, operators cannot bring irrelevant personnel into ZJE Core Facility laboratory.

**Article 24** Users who violate the above Articles will be penalized according to the seriousness of the circumstances. If the instrument is damaged due to the user's violation of the operation manual, the maintenance cost shall refer to the implementation of the “Regulations on Compensation for Loss and Man-made Damages of Fixed Assets(Trial)”. An accident investigation team will be set up, and all users are obliged to cooperate with the investigation. Those who refuse to cooperate will be downgraded to unauthorized users, and they will be disqualified to use the instrument permanently.

.

The final interpretation is owned by the ZJE Core Facility.

ZJE Core Facility