



New Users

New facility users and established facility users beginning new projects should plan to meet with Microscopy Service Center staff to discuss their projects. This helps to ensure that facility users make the most efficient use of their microscope time. New users must fill out an online profile and provide billing information using the [Research Service Center New User Form](#). All users must keep their information up to date. External facility users must e-mail the facility manager for access to the instruments and provide institutional contact information.

Tutorials are required for all Microscopy Service Center users prior to independent use. Individuals approved for independent use can arrange for usage during peak time (9:30 a.m.– 5:30 p.m.) or off-peak time. Users who are still in training may arrange for assisted use during peak time only. External users are not allowed unattended access after normal business hours.

Users will be trained on their instrument of choice. Several training appointments may be required before users are allowed to operate the instruments independently.

Guidelines

Guidelines for instrument usage are intended to maintain instrument quality and allow access for numerous users. Users who do not adhere to these guidelines may have their facility privileges revoked.

Users must make reservations using a scheduling calendar and fill out the log next to the computer, entering PI name, date, and start and finish time. Contact Microscopy Service Center staff with any problems and issues that were encountered during use.

As a courtesy to other investigators, please notify Microscopy Service Center staff of cancellations within 24 hours of your scheduled appointment.

During peak hours (9:30 a.m. – 5:30 p.m.), a maximum of 4 hours per day per user during peak hours can be scheduled in advance. If no one else has signed up, users may continue to use the machine until the next scheduled user arrives.

During the 6 weeks prior to [NIH deadlines](#), reservations are limited to no more than 12 hours at a time unless there is a consensus and agreement among users. NIH deadlines are:

Cycle #1 Feb 5–16

Cycle #2 June 5–16

Cycle #3 Oct 5–16

If a user is not at the microscope at the time of their reservation, a different user will be allowed to step in. This ensures that equipment time is used efficiently.

Microscopy Service Center personnel will clean all objective lenses.

Users must shut off microscopes and their components, replace the cover, and shut down the computer.

Data must be moved from the acquisition computer to each user's preferred storage medium at the end of each imaging session. A temporary data folder on the computer's C: drive has been created for each investigator but is not meant for long-term data archiving.

Preliminary screening of fluorescence staining should be done on conventional fluorescence microscopes prior to use of the confocal microscope.

Users are expected to be familiar with basic immunostaining, fixation techniques, and sample preparation, as well as the fundamental principles of fluorescence microscopy. Handouts, links to protocols, tutorials, and spectra diagrams are provided on the [WSU Spokane Microscopy website](#).

Interactions that involve more than basic instruction on how to operate the microscopes will be considered assisted imaging time and will incur charges. Assisted imaging time needs to be scheduled in advance.

Citation/Publication Policy

Please acknowledge the WSU Spokane Microscopy Service Center in all publications and presentations supported with the use of the facilities.