

Principles for the safe use of research microscopes in the Neuro's Microscopic Cellular Imaging Facility during research ramp up

Amendment 1, June 12, 2020

All guidelines from the MCIF ramp-up plan of May 20, 2020 remain in effect. This amendment serves to clarify and optimize guideline application.

Use of and demand for the Microscopic Cellular Imaging Facility (MCIF) microscopes has also increased markedly in **Phase 2** of the research ramp-up. This requires a high degree of discipline and consideration from everyone in observing the ramp-up plan guidelines for the MCIF. Of particular concern is booking of microscope time. Many of our colleagues work on a very limited time budget due to the COVID-19 measures both on the level of their specific laboratory ramp-up plans and in everyday life. We have therefore modified and clarified the process of booking microscope time under the ramp-up plan.

Guiding principles

- **to enable the maximum number of microscope users during opening hours within a reasonable time frame,**
- **ensure that the available time on the microscopes is optimally used and a safe environment for all users is maintained.**

We will resolve issues arising cooperatively and with flexibility in order to enable access to the microscopes when needed. To this end, users should communicate with MCIF staff if any problems with microscope access arise (thomas.stroh@mcgill.ca; for Zeiss Axiovert in MP034 vincent.soubannier@mcgill.ca).

Reminders

Gathering at a microscope set up is not only discouraged but strictly prohibited in order to maintain physical distancing. There are no exceptions to this rule.

No items may be moved around between microscope work stations in room 002A. This pertains to everything from small items such as immersion oil and lens paper up to large things such as equipment or furniture. Nothing at all may be moved between the individual work stations in the room.

The following clarifications and additions to the booking guidelines are in effect immediately.

Microscope time booking guidelines:

- To maximize our capability of enabling and supervising the safe use of microscopes during the ramp up the MCIF is open **from 9 am to 6 pm, Monday - Friday.** Any use

outside these hours has to be approved by the MCIF on a case by case basis (thomas.stroh@mcgill.ca; for Zeiss Axiovert in MP034 vincent.soubannier@mcgill.ca).

- The microscopes may only be used after **reservation** through the reservation scheduler (<http://apps.mni.mcgill.ca/mic/micreservation/day.php?day=19&month=05&year=2020>). Pre-existing rules of reservation on the MCIF web site (<http://apps.mni.mcgill.ca/mic/>) and in the ramp-up plan for the MCIF of May 20, 2020 continue to apply. No dropping into the microscope rooms to check whether a microscope is free without reservation. **All use without reservation is prohibited.**
- Please reserve your time up to one week in advance. Reservations more than one week in advance are discouraged and need prior approval by the MCIF. Reservations have to be made at least 1 day in advance.
- **All microscopes are closed Monday-Friday, from 8-9 am and from 6-7 pm.** This is to allow MCIF staff to do a round of the microscopes, disinfect work stations and check on supplies while maintaining physical distancing. Any reservations within these time slots will be deleted without prior notification. Also, this does not negate every user's obligation to wipe all used surfaces before and after their sessions with 70% ethanol.
- During opening hours (9 am – 6 pm), **the following time slots may be booked: 9 am – 12 pm, 12–3 pm, 3–6 pm.** Goal is to maximize potential access with a reasonably long time slot for a maximum number of people during “normal” hours. **Maximum 3 of these slots per week per user (excluding weekends).**
- Maximum 2 slots per lab per day (meaning the whole day).
- If you need to **extend one of your reservations** and time slots before or after your reservation are free, you may do so **on the same day after notification of MCIF staff** (thomas.stroh@mcgill.ca; for Zeiss Axiovert in MP034 vincent.soubannier@mcgill.ca)
- Longer reservations are allowed after hours, 7 pm – 8 am, and on weekends. Please communicate them to MCIF staff before booking.
- **Please do not book more time slots in advance than actually needed.**

Thank you all very much for helping in making this ramp-up process in the MCIF as smooth as possible and being considerate to your colleagues so that we can maintain a pleasant and safe work environment through this difficult period.

Liliana, Vince and Thomas