**User certificate**

**Bioimaging Core Facility, Health, AU**

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**Hereby, the undersigned user requests the following service(s) at the Bioimaging Core Facility, Health, AU.**

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**Microscope Systems**

[ ]  LSM 710, Laser Scanning Confocal, Zeiss

[ ]  LSM 800 Airyscan, Laser Scanning Confocal with superresolution, Zeiss

[ ]  LSM 900, Laser Scanning Confocal, Zeiss

[ ]  Stellaris Laser Scanning Confocal, Leica
[ ]  Spinning Disk Confocal, IX83, Olympus

[ ]  Scan^R High Content Screening

[ ]  Slide Scanner, VS120, Olympus (Upright Widefield)
[ ]  BX63, Olympus (Upright Widefield)

[ ]  AxioObserver (Skou), Zeiss (Inverted Widefield)

[ ]  AxioObserver (Bartholin), Zeiss (Inverted Widefield)
[ ]  ONI Nanoimager
[ ]  Lightsheet 7, Zeiss
[ ]  Multiphoton / 2-Photon

**Image Processing Software**[ ]  PC1: Imaris, Scan^R, advanced CellSens Dimension
[ ]  PC2: Simple CellSens Entry, Inverted DIC Imaging
[ ]  PC3: Kuant for Newton 7.0; IVIS
[ ]  PC4: Scan^R + BX43 Upright Fluorescence Imaging
[ ]  PC5: Arivis Vision 4D
[ ]  HIVE: Zen Blue with Airyscan analysis

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**Please fill in:**

\*Name of user:

\*Name of group leader (PI):

\*Name of University:

\*Department/Institute:

\*Precise address of the paying department:

\*EAN number:

\*CVR number:

\*Name of the person handling invoices:

*Lines marked with \* must be filled out (ask your PI about the numbers)*

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**General rules (all rules at the end):**

**First time use of microscopes**

All users, even experienced ones, must be trained by AU Health Bioimaging Core Facility staff before using any microscope for the first time.

**Booking**

In order to use a microscope, you must book time in our online booking calender [ACLS](https://acls-biomed.unilab.com.au/index.php) (<https://acls-biomed.unilab.com.au/index.php>). Bookings are personal and you are not allowed to book a microscope for someone else.

**Data**

External USB sticks are not allowed for IT security reasons. Data is regularly removed from microscope PCs.

**Acknowledgements**

Remember to acknowledge the core facility in talks and publications.This increases the chances of attracting funding to AU.

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* **By signing, you confirm to have read and understood Our** **rules. Please contact us via email In case you have any questions.**

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 User signature PI signature

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* **Please send the signed user certificate (PAGES 1+2) to** **our email** **(IMaging@biomed.au.dk) in PDF format.**

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**Terms and conditions at Bioimaging Core Facility, Health, AU**

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**General rules**

**First time use of microscopes**All users, even experienced ones, must be trained by AU Health Bioimaging Core Facility staff before using any microscope for the first time.

**Food and cleaning**No food or drinks are allowed inside the microscope rooms.

Leave the microscope rooms clean and ready for the next user. Please notify the staff if you find that any of the Facility's areas are in an unacceptable state.

**Booking and cancellation**

**Booking and prices**In order to use a microscope, you must book time in our online booking calendar [ACLS](https://acls-biomed.unilab.com.au/index.php) (<https://acls-biomed.unilab.com.au/index.php>) Please refer to our [pricelist](https://imaging.au.dk/pricing) (<https://imaging.au.dk/pricing>) for information on training and running costs

Bookings are personal. Hence you are not allowed to book a microscope for someone else.

Cancellations are only possible up to 24h prior to your session. If you need to cancel e.g. due to sickness with shorter notice, please inform the next user and send us an e-mail.

**Logbook**

Please remember to sign the paper logbook by the microscope and notify us of any error by mail.

**Microscopes**

**Cleaning**After use, please remember to clean any oil/silicon/water objectives.

**Report problems**If you detect any problems when using a microscope, please report it by sending us an email and in addition making a note in the logbook.

**Support**If you have any doubts on how to use the microscope, please contact the bioimaging team.

**Data**

**Storage of data**The Bioimaging Core Facility is not responsible for your data.

Data on local PC drives will be deleted on a regular basis to keep the systems performing optimally.

After using a microscope or a workstation, please transfer your data immediately to your personal AU drive (O:) and remove local files if you are not reusing data in subsequent experiments. We will support non-AU users to export data.

Use of USB memory sticks or external hard drives is not allowed.

**Internet access**If you want to access the internet, please bring your own devices and use WiFi. For security reasons, surfing the internet, downloading files, checking your e-mail account etc. is not allowed from our computers.

**Acknowledgements**

Please acknowledge us in publications containing results obtained using equipment or support from the Bioimaging Core Facility. See [our website](https://imaging.au.dk/publications) for example sentences. (<https://imaging.au.dk/publications>)