AICF (Advanced Imaging Core Facility) opening times:

1. Povo2: 8:00-18:00 from Monday to Friday
2. FBK: 8:00-20:00 from Monday to Friday

Only people trained are allowed to the use of the microscopes.

To use microscopes you have to book them on MARIE:

Please, start your session punctually.

AICF

email address: imaging.cibio@unitn.it

Phone numbers:

Povo2, Purple2: 0461 281653
FBK office: 0461 314972
FBK microscope room: 0461 314073

AICF staff scientists:

GIORGINA SCARDUELLI, PhD

email address: giorgina.scarduelli@unitn.it

SARA LEO, PhD

email address: sara.leo@unitn.it

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<th>Authors</th>
<th>Date</th>
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<tr>
<td>Sara Leo, Giorgina Scarduelli</td>
<td>2016/11/04</td>
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A. *Before starting your session:*

- Check the system before use it: it has to be CLEAN and UNDAMAGED. If something is damaged or misaligned, immediately contact the AICF staff.

_NB:_ If the system has just been turned off, do NOT switch it back on immediately, wait at least 30 minutes. The FluoArc lamp must be on for at least 30 minutes before being turned off, AND must not be turned on again within 30 minutes of being turned off.

- To avoid eye infections, CLEAN EYEPieces by gently wiping them with lens tissue moistened with a drop of 100% Ethanol or 2-Propanol (do NOT use pink denatured ethanol).

- Check which immersion media is required for the lens you use (oil, glycerol, water, air). If you do not know contact the AICF staff.

- Use moderate amounts (1 small drop) of immersion media. Immediately remove immersion media spilling the objective rim.

_NB:_ Keep the immersion oil bottle properly CLOSED. This prevents water evaporation and maintains the oil integrity. Keep the oil bottle CLEAN. Oil should never be found along the sides of the bottle or around the neck.

B. *During your session:*

- Use your group account to login to the systems. You may not login using anyone else’s account.

- You are not allowed to wear gloves or a lab coat when operating the microscopes or while typing on the keyboard or using the mouse.
• If you are imaging a sample using an oil objective, DO NOT TOGGLE BETWEEN OBJECTIVES. Image with that oil objective only; remove oil absorbing it with a DRY new piece of Whatman lens tissue before changing objective!

C. **At the end of your session:**

• Fill in the log-book, reporting all the informations request, and specify any problems encountered.

• If you finish more than 30 minutes early, please update your end-time on the booking calendar so others can see the scope is available, or contact the next user, as you think is most appropriate.

• Leave the microscope, the bench and the room clean and ready for the next user removing all personal items.

• Clean any oil/water objectives you used, following the cleaning procedure reported below.

• Check on the calendar if somebody else will use the microscope after you. If not, follow the instructions for the last user of the day.

**Last user of the day**

The last user of the day is responsible to make sure the system has been properly shut down and has to cover the instrument (please, do not cover the halogen lamp if it is still hot). If you are the last user booked for the day and you cancel your booking, please inform the user before you or write an email to Giorgina or Sara.

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Cleaning procedure for immersion lenses

For oil immersion lenses:

- If the immersion oil is not dry, absorb it by using a DRY new piece of Whatman lens tissue (never use Kim Wipes, Kleenex).

- Only in case of dry oil, use a new piece of Whatman lens tissue moistened with a drop of 100% Ethanol or 2-Propanol (do NOT use Acetone). Use another piece of lens tissue to wipe away any residue.

For any doubt, please contact Giorgina or Sara and/or refer to the Zeiss manual entitled The Clean Microscope, or to the Leica brochure, or to the instrument manual, all available in the closet or in the Logbook.

What happens if you do not observe these rules?

If you break any of the above rules (e.g., fail to book, sign the logbook or cancel a booking, leave a lens dirty, leave the workstation dirty, etc.)

1\textsuperscript{st} offence: you will receive a warning and be reminded of the rules.

2\textsuperscript{nd} offence: you will receive a second warning and we will inform your PI of the problem.

3\textsuperscript{rd} offence: you will be banned from using any of the microscopes for 2 weeks. No exceptions.