

Saban Research Institute Stem Cell Core Imaging Equipment

~User Policies~

These policies are modified from those formally approved by the Steering Committee and Research Director for the Saban Research Institute congressman Julian Dixson Cellular Imaging Core facility on April 30, 2001.

All users and sponsoring Principal Investigators (PIs) must abide by these policies. If you disagree with these, do not use the Stem Cell Core imaging equipment and please discuss your issue(s) with Stem Cell Core Director David Warburton and Stem Cell Core manager Laura-Marie Nucho so they can be improved.

To gain access to Stem Cell Core imaging equipment users and their PIs must:

1. Read and accept these Policies.
2. Sign a Stem Cell Core Imaging Equipment Acceptance of Responsibility agreement. Forms are available on the Stem Cell Core website, from Laura-Marie Nucho in SRT, Room 303B, or can be requested by email at LNucho@chla.usc.edu.
3. Have a CHLA_Exchange email account and Children's Hospital Los Angeles photo identification.

ACCESS TO EQUIPMENT

Children's Hospital Los Angeles faculty and their staff may have access to the Stem Cell Core imaging equipment under the conditions outlined below. Scientists who are not faculty of Children's Hospital Los Angeles must have a Children's Hospital Los Angeles faculty sponsor. Instruments are located in the Smith Research Tower room 306C (Nikon Eclipse Ti Fluorescent Microscopy system) and Smith Research Tower room 307A (Nikon TS100 Fluorescent inverted microscope).

Use of equipment requires training and approval for each instrument from Stem Cell Core staff.

Access to the Stem Cell Core imaging equipment is currently limited to times when Stem Cell Core staff is present, that is, normal Children's Hospital Los Angeles business hours (weekdays 8:30am – 4:30pm). The Stem Cell Core is closed on weekends and on Children's Hospital Los Angeles holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas). Experienced users may have access outside of normal business hours.

Access is a privilege, not a right. Abuse of the instruments, or failure to respect the instruments, other users, or Children's Hospital Los Angeles staff, may result in a loss of access or a requirement of direct supervision to continue access to the Stem Cell Core.

Access is generally "first come, first served" and is limited to 3 hours per session to allow other users access to equipment. Users with a reservation accepted by the Stem Cell Core staff have priority over those who do not have a reservation as well as those whose reservation has ended. If you cannot honor a reservation please let staff know immediately. This will make the instrument available for other users. Users who habitually reserve instruments but do not use the entire time may lose access to the Stem Cell Core. Please do not reserve more time than you anticipate needing.

Instrument time can be requested by blocking out time on the sign up sheet on the door of the room housing the equipment (306C or 307A).

FACULTY MEMBER RESPONSIBILITY

All Children's Hospital Los Angeles faculty, staff, and students can obtain access to the Stem Cell Core for themselves and their staff. The faculty member must read the Stem Cell Core policies statement, sign their name to the Stem Cell Core Microscopy Equipment Acceptance of Responsibility agreement form indicating that they understand and will abide by the Agreement - that is, these Policies. The faculty member must provide a cost center for each project. The faculty member must also sign the Acceptance of Responsibility form for each member of their staff whom they authorize to use the Stem Cell Core Imaging Equipment. They must provide a cost center(s) for each user.

The faculty member is fully responsible for their personnel's use of the Stem Cell Core. Faculty and staff should track their usage of the Imaging equipment independently of the Stem Cell Core, in case billing discrepancies arise. Reconciliation of discrepancies should first be done with Stem Cell Core staff. If consensus cannot be reached, the billing data will be provided to the Stem Cell Core's director Dr. David Warburton, whose decision will be final.

Billing of Children's Hospital Los Angeles faculty is done monthly by the Children's Hospital Los Angeles Saban Research Institute to the cost center provided by the principal investigator. If a user's cost center changes or terminates, it is the responsibility of the Principal Investigator to notify the Stem Cell Core staff to end billing to that cost center. If a cost center becomes invalid, the Saban Research Institute administrator and Director will adjust billing as needed.

USER RESPONSIBILITY

The Imaging equipment at the Stem Cell Core is for all Children's Hospital Los Angeles faculty and their staff. All users must agree to the following:

1. The user must read the Stem Cell Core Policies and sign Acceptance of Responsibility agreement between themselves and the Stem Cell Core. This agreement states that the

user understands the policies and will abide by them. This signature also means the user agrees to obtain specific instruction for each instrument prior to its use.

2. A faculty member must agree to accept charges for Stem Cell Core usage by himself and the staff he authorizes to use the facility.
3. The user must identify the cost center to be used each time they use billable services.
4. The user must have a valid Children's Hospital Los Angeles photo identification badge to access the Stem Cell Core.
5. The user must have a CHLA_Exchange login to access any Stem Cell Core computer.
6. The user must obtain training and approval by Stem Cell Core staff for the microscope(s), computer(s) and other equipment they wish to use. Users should not attempt to use any equipment with which they are unfamiliar. They are responsible for reading and understanding the summary instructions provided for each instrument. They should report any damage or malfunction to the Stem Cell Core staff immediately. Failure to report damage or malfunction that occurs during use of any Stem Cell Core facilities may result in loss of access privileges for the user and his faculty sponsor as well as charges for repairs.
7. The user may make no changes to any equipment without specific permission and supervision of Stem Cell Core staff. No objective lenses, filters, cameras, or other equipment may be added or removed. No software may be loaded onto any of the Stem Cell Core computers. Equipment may not be removed from the Stem Cell Core facilities.
8. Absolutely no food or drinks are allowed in the imaging work area.
9. Do not touch any equipment, door handle, work surface, etc, with gloves.

If a user is more than 15 minutes late for a reservation or leaves an instrument for more than 15 minutes, the instrument is released for use by others if needed. If you are going to be late, need to step away from the instrument for a few minutes, or you are finished with the experiment early please alert Stem Cell Core staff or leave a note. Please give as much notice as possible on cancellations. Failure to cancel at least 2 hours in advance of a scheduled appointment may result in billing for the scheduled time. Frequent failure to notify the Stem Cell Core staff of cancellations of equipment reservation may result in loss of privileges to reserve equipment. Failure to respect other user's reservations may result in loss of access to the Stem Cell Core.

If you have a time critical experiment, it is your responsibility to schedule instrument usage to assure yourself of access. If you need an instrument for very long periods of time (>3 hours) please consult with Stem Cell Core staff first.

Limited consultation at start of projects will not be charged. Consultation for development of grants will not be charged under the condition that costs be recovered in the grant.

Stem Cell Core staff welcomes the opportunity to participate in occasional lab meetings, chalk talks and brainstorming sessions. Our priority is helping users in the Stem Cell Core do their work. If you invite us to a meeting, we will try to attend as long as it does not conflict with Stem Cell Core priorities. There will be no charge for attending lab meetings

Visitors are not permitted to use Stem Cell Core imaging equipment by themselves. They can work under the direct supervision of a full time Children's Hospital Los Angeles employee, or arrange to work with Stem Cell Core staff.

Pricing is broken down into a tiered structure for Children's Hospital Los Angeles and non-Children's Hospital Los Angeles clients. Please go to the Stem Cell Core website or ask a Stem Cell Core member for current prices. Prices are additive, i.e. microscope + staff time for microscope training. Billing is done monthly by the Saban Research Institute office.

Principal investigators, staff and postdocs should plan on a single 0.5-1 hour training session per instrument. The fee for the first training session per user per instrument will be waived (for instruments that have a usage charge). The first session will usually result in approval to use the instrument, with the understanding that the instrument should be used during standard Children's Hospital Los Angeles business hours (8:30am-4:30pm, M-F) until the user has mastered the instrument. During the post-training phase we encourage users to make a reservation with both the instrument and Stem Cell Core staff - you will only be charged for time when staff is providing refresher training. If you have multiple staff to be trained on an instrument, please coordinate training in small groups.

Rates are per hour and are typically billed in 15 minute increments.

Non- Children's Hospital Los Angeles staff will need to make prior arrangement with Stem Cell Core staff for instrument and staff reservations for every session. Access for non- Children's Hospital Los Angeles staff is restricted to Children's Hospital Los Angeles business hours.

Reminder: To use the Stem Cell Core, users must have:

- * Children's Hospital Los Angeles identification badge (scan card).
- * Children's Hospital Los Angeles computer network login (personal email account).
- * User and supervisor (P.I.) must complete and return the Acceptance of Responsibility agreement form.

INJURY & ILLNESS PREVENTION PROGRAM

Responsibility: "All employees, contract employees, contractors, volunteers, students, guild members and the professional staff of Children's Hospital Los Angeles are responsible for working safely and maintaining a safe and healthful work environment."

SAFETY

Biosafety

PIs and users must take all precautions in handling potentially biohazardous material. Our policies are intended to protect all users and visitors from biohazards. Consistent with, Children's Hospital Los Angeles policies ("Standard Precautions"), the assumption is that all human materials may be hepatitis B positive. We recognize that there are significant risks from the way users regard and handle their specimens, hence we have a no gloves policy - you should never touch any Stem Cell Core equipment, door handles, table tops, microscopes, computer keyboards, computer mouse, with gloves. If you need to use gloves, either wear one glove for your specimen and use your ungloved hand for touching the equipment or have a colleague or Stem Cell Core staff operate the equipment.

The researcher (both PI and user) is required to inform Stem Cell Core personnel of any biosafety hazards prior to initiating any experiments. You need to advise the Stem Cell Core staff, in writing, of the risks and appropriate precautions. Note that you may experience delays since we may need to contact equipment vendors to find out what if any methods to safely sterilize equipment.

The researcher is required to bring with them all equipment and materials and work with the Stem Cell Core staff on sterilization of all surfaces to assure the highest degree of safety to themselves and Stem Cell Core personnel. This includes bringing biosafety waste containers and 'sharps' waste containers. Glove(s) need to be provided by the researcher.

DO NOT TOUCH ANY EQUIPMENT WITH GLOVES. Researchers should never open doors, or touch any Stem Cell Core equipment, while wearing gloves that might be contaminated. Children's Hospital Los Angeles has a no gloves notice posted in both elevators of the Smith Research Tower. While the Stem Cell Core does not have similar signs posted in our space, users need to understand that everyone needs to do their utmost to protect everyone from your experiments.

Known Infectious Material

We are a Stem Cell Core facility and understand the need for live cell imaging, however the researcher must make all possible precautions to disinfect their specimens prior to entry to the Stem Cell Core. For example, formalin fixation of infected patient specimens is preferred over live imaging.

Zero Radioactivity Area

The Stem Cell Core is a ZERO RADIOACTIVITY area. Please do not ever bring any specimens into the Stem Cell Core that have radioactivity. Specifically included in this ban are tissue autoradiography slides. If an animal has been given a radiotracer for PET/SPECT research, all tracers must be cleared/decayed. The Stem Cell Core staff will be happy to assist you in trying to find a microscope that has a 'rad-allowed' policy. If you believe anyone has violated the radiation policy, please alert the Stem Cell Core staff immediately.

The Children's Hospital Los Angeles Imaging Core, run by imaging scientist Dr. G. Esteban Fernandez, has a microscope that allows the use of radioactive material. Please contact Dr. Fernandez for more information (GEFernandez@chla.usc.edu).

DATA STORAGE, ARCHIVING, AND OWNERSHIP

The Stem Cell Core does not guarantee data storage for any length of time. The only space allotted to the microscopes is on the hard drive of the connected computer. Please provide means of archiving your data. Once your data has been successfully transferred to your own lab, please delete the data from the Stem Cell Core computer(s), being careful not to delete any one else's (including your own, your lab coworkers, other users, or the Stem Cell Core's own data and programs).

Each user is responsible for archiving their own data. It is easy to accumulate large amounts of data. You should plan for data collection and archiving in advance of experiments.

None of the Stem Cell Core computers should be used for data storage. Each user should transfer their data to their own computer or to removable media at the end of each imaging session. Stem Cell Core staff may delete files left on the Stem Cell Core computers without warning and without archiving at any time.

Users are responsible for the safe keeping of their data. Each computer in the Stem Cell Core are equipped with CD-R writers that can be used to make permanent archives of image data.

Your signing and returning to us the Acceptance of Responsibility agreement means that you accept that the Stem Cell Core staff can delete your and your colleagues files from the Stem Cell Core server and other computers without advance notice. It's your data - you are responsible for it.

Non Image Analysis Software on Stem Cell Core Computers

Routine use of the Stem Cell Core imaging computers for email, word processing and other such activities is not allowed. Users who have acquired images in the Stem Cell Core can use NIS Elements and Open Office applications (Word, Excel, PowerPoint) to create presentations of projects that have utilized the Stem Cell Core. However, users with image acquisition and analysis needs have priority over presentation/output.

The purpose of the Stem Cell Core imaging equipment is to do image analysis. There should be no games, web pages, chat software, music files, or other user software placed on the Stem Cell

Core imaging computers. Microsoft Outlook or Web Outlook should only be used to schedule meeting requests with Stem Cell Core staff and instruments.

Safe Computing

Moving data files, in particular TIFF, Slide, and Stack image files between computers should be very safe. However, the use of removable media is a security risk in that malicious programs, such as computer viruses, can be lurking CD's and USB drives. To minimize the possibility of infecting Stem Cell Core computers with viruses we have installed Norton Anti-Virus ("NAV") on the PC's. We request that you do the same. Children's Hospital Los Angeles has a site license for Norton Anti-Virus. Please contact the HelpDesk to find out how to have an Information Services staff member install NAV for you.

Always test your removable media and files for computer viruses. Use your own computer to scan for viruses. Never upload or bring a known or suspected infected disks or files to the Stem Cell Core. Norton Anti-Virus integrates nicely with Microsoft Outlook (on PC's) and can repulse many viruses that are sent to you as an email attachment (of course it may not be able to detect a brand new virus). Suspected contaminated disks should never be tested on Stem Cell Core computers (ask Information Services for help or discard the disk).

We also ask that you bring brand new, never used blank CDs to the Stem Cell Core, and to not upload files or programs to the Stem Cell Core server or other computers without first discussing your needs with staff. Reminder: Only Stem Cell Core staff is authorized to install new software on any Stem Cell Core computer.

The Stem Cell Core staff reserves the right to change computer configurations to protect Stem Cell Core and hospital computers. This may include removing restricting logon or usage access.

PRETTY PICTURES FOR THE STEM CELL CORE

The Stem Cell Core has its own web site and would like to have some of your 'pretty pictures'. Since you own the data, we will normally ask permission of the faculty member who owns the data before using any images or data.

STEM CELL CORE CREDIT IN PUBLICATIONS

We request that seminars and manuscripts that use Children's Hospital Los Angeles Saban Research Institute Stem Cell Core equipment and/or personnel, including grant proposals, scientific publications, poster presentations, popular press articles and press releases explicitly acknowledge use of the Children's Hospital Los Angeles Saban Research Institute Stem Cell Core and include the name of any staff members who assisted in the work.

If the Stem Cell Core staff's contribution to a study is limited to training, technical advice and/or "photography", the staff members should not be listed as co-authors. If a staff member made a "significant" contribution(s) to the scientific component of a publication or patent application,

you should use standard accepted practices, and any applicable hospital policies, to determine authorship status.

If you do plan to have Stem Cell Core staff as co-author(s), you must provide the author(s) with a manuscript draft prior to submission and must get approval from the author(s) in writing prior to submission of the manuscript. Whether or not the journal requires authorship signatures for final acceptance, you must also provide the final accepted manuscript to the Stem Cell Core author(s) and get author approval, prior to final submission of the manuscript. Failure to do so may result in our asking the editor to withdraw our name from the publication.

Note that the legal obligations and implications in listing individuals as inventors on patents differ from authorship for academic publications. Please check with the Children's Hospital Los Angeles Saban Research Institute patent attorney for patent inventor requirements.

We will be happy to review the relevant Methods and Materials paragraphs of your manuscripts regardless of our authorship status. We have NIH-ready descriptions of all our equipment.

Please provide a reprint to the Stem Cell Core, plus a reprint to the Saban Research Institute of all publications that cite the Children's Hospital Los Angeles Saban Research Institute Stem Cell Core.

PROJECT CLOSURE

After the project has been completed, and the data reviewed by the user (i.e. with their P.I.), we welcome users to email with feedback as to the utility of the Stem Cell Core equipment and staff. Feedback can be sent to Core manager Laura-Marie Nucho (LNucho@chla.usc.edu) and CC'd to the Stem Cell Core PI David Warburton (DWarburton@chla.usc.edu). Please be sure to back-up all image files and remove them from the Stem Cell Core imaging computers.

If a user has completed their imaging project and no longer requires access to the Stem Cell Core equipment the PI should inform the staff in order to remove the user from those eligible to use the PI's cost center(s). It is the PI's responsibility to inform the Stem Cell Core staff that their staff member no longer needs access.