

		
UMR U1291 - Infinity (Toulouse Institute for Infectious and Inflammatory Diseases) Cellular Imaging Facility Certified ISO9001 / vs 2016 – NFX50/900		

1. LOCATION of the INFINITY CELLULAR IMAGING FACILITY

U1291
 Pavillon Lefevre – Building F- Second floor
 Place Baylac
 BP3028
 31024 Toulouse cedex 03

2. MANAGER OF THE INFINITY CELLULAR IMAGING FACILITY

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3. MICROSCOPY DEVICES AVAILABLE ON THE INFINITY CELLULAR IMAGING FACILITY

- Zeiss Confocal LSM 710, 6 excitation wavelength + diode 405 nm. 3 detectors.
- Leica Confocal SP8, 3 excitation wavelengths + diode 405 nm. 5 detectors, STED module
- Bruker 2P + Bi-photon, fast intravital imaging, large field of view
- Zeiss 7MP Bi-photon
- Zeiss Apotome on an inverted axioimager.
- Spinning disk microscope/ TIRF/FRAP, 8 excitation wavelengths, 3 cameras
- Zeiss Widefield, illumination monochromateur Cairn Optoscan, thermostated and CO2 regulated chamber, CoolSnap HQ camera.

4. RULES OF THE INFINITY CELLULAR IMAGING FACILITY

1. Access:

In order to book a device, you have to be autonomous on the system and your lab must have an account with a login and a password. If needing assistance, you have to contact an engineer of the imaging platform before booking a session online.

Every new user has to be trained by an engineer of the imaging platform on the system she/he will use. This training is mandatory

The user then will be able to book and cancel by herself/himself a session online.

Booking are done on the website: <https://tri.genotoul.fr/>

Users must choose which system they want to use, when and for how long. For the LSM 710 and SP8, the maximum duration for a fixed sample is 2 hours/ day/ person and 4 hours/ day/ person for a living sample. Users are not allowed to book a session more than **2 weeks in advance**. In case of the need for a use of the device beyond these time limits, please contact the engineers.

Invoicing is based on the online calendar.

If the schedule of the session has been changed, users will have to report it on the inline calendar. This modification can be done at the latest 15 min after the beginning of the session.

8h-9h	9h-13h	14h-18h	18h-19h30
Autonomous access			
	Providers access		

2. Switching on a Device:

Follow protocol for each system.

3. Device shut down :

At the end of the session, users have to lower objectives on inverted microscopes, clean the lens of oil objectives with a Kimtech and alcohol. Each user is responsible of the state of the cleanliness when he leaves the microscope.

The last user of the day, has to completely turn off the system (lamp and lasers + microscope + computer) according to the protocol.

4. Vigilance :

The user undertakes to immediately report to the responsables every dysfunction or problem that occurs during a session.

5. Hygiene and security :

Users must provide informations about their samples regarding risks for the other users and systems.

The platform responsible can refuse to realise a project if samples are too risky. Users have to provide any information about possible risks concerning their samples like pathogenic agents, virus...

The transport of L2 samples from outside INFINITY is subject to regulation and needs a certified, labelled triple packaging with the name of the user and his phone number.

The reglementation is available at the platform as well as the coordinates of packaging supplier.

6. Data storage :

For Infinity users, data are automatically saved every night on the server. Every team has its own login and password to access on the server.

For users from outside of the Infinity, the automatic backup of data is not done.

Each user has to remove datas from the computer of the microscope as the platform cannot guarantee the confidentiality of datas. Users will be notified one week in advance of PC or server cleanup.

Data are under user's responsibility. The platform is not responsible of the data storage and conservation.

7. Fees:

The current price list is validated each year by a steering committee.

Team leaders will pay sessions corresponding to the users affiliated to their team.

8. Publications:

In accordance with the general charter of the Infinity and TRI platforms, users undertake to quote the platform in the thanks : "We thank Sophie Allart and/or Simon Lachambre for technical assistance at the cellular imaging facility of INSERM 1291, Toulouse" or in the experimental part of the article, or to add the engineers of the platform as an co-author depending on their implication in the project. Every publication done with the use of the platform must be communicated to the responsible of the platform.

Personal in charge of the platform can block access to the platform in case of non respect of the previous rules written in this document.

After reading this document, the user and the scientific coordinator of the project undertake to respect the internal rules of the Infinity cellular imaging platform.

Toulouse, the

Scientific coordinator signature

User signature