GENERAL:

TO MAINTAIN SAFETY AND TO HELP ENSURE COMPLIANCE WE HAVE INSTALLED MULTIPLE MONITORED WEBCAMS THROUGHOUT THE CENTER.

THE RULES AND CONDITIONS DESCRIBED BELOW HAVE BEEN APPROVED BY THE INSTITUTIONAL LEADERSHIP AND COMPLIANCE BY ALL OUR COLLABORATORS ARE A CONDITION FOR THE REOPENING OF THE CENTER.

IF YOU CIRCUMVENT THE RULES YOU WILL LOSE ACCESS FOR A MONTH.

THESE RULES ARE DESIGNED SPECIFICALLY TO PROTECT THE HEALTH OF ALL OF OUR FACULTY, STAFF AND COLLABORATORS, PLEASE RESPECT THEM.

THE MAIN LABORATORY

WILL BE LOCKED AT ALL TIMES

• If you need to contact a faculty or staff member either e-mail the individual or call (412-648-8865 (EM questions) or 8-9796 (Light Lab/confocal questions)).
• Samples can only be delivered, and reagents collected between 11am and 1pm each day by appointment.
• To deliver samples you need to fill out the appropriate form for the type of imaging you need: EM, LM, Clearing (which details the sample(s) and arrange a time to drop off with the responsible staff member (Jen or Katherine for light microscopy, Ming or Mara for electron microscopy)).
• To requests reagents (fixatives, secondary antibodies etc.) your PI needs to send an email to the responsible faculty for your project(s). If we do not have active funding with your group, we will not be able to give you reagents.
• Access to all other areas is controlled by your key card. You must NEVER block doors open and do not let anyone else into the instrument spaces.
• Cryostats and other preparative equipment and tissue culture facilities will not be available.

MICROSCOPE TRAINING (NEW 11/02/20)

IN AN EFFORT TO EXPAND ACCESSIBILITY, AND GIVE ACCESS TO NEW USERS, WE ARE STARTING LIMITED TRAINING. DETAILS ARE GIVEN BELOW:

VERY IMPORTANT! 11/09/20... THE SOFTWARE ON THE A1 CONFOCALS HAS CHANGED PLEASE MAKE SURE YOU KNOW WHAT YOU ARE DOING BEFORE USING ONE OF THESE SYSTEMS. CONTACT KATHERINE FOR HELP, WE WILL ARRANGE A REMOTE TRAINING SESSION.
• We are starting training on some systems and in some rooms that allow double occupancy, these are: the Spectral A1 (room 216.8); the Olympus FV 1000 #3 (room 216.9); the Nikon 90i (room 216.7); the Nikon A1 MPE (room 208.1); and the Tissue Gnostics system (Satellite area lobby). EM training will continue to remain very limited because of room size limitations.
• Training will be limited to one person at a time
• To arrange training the responsible PI must contact one of the CBI faculty or senior staff (Simon, Claudette, Donna, Alan, Patricia, Mark).
• Training will be arranged with the Staff member responsible (Katherine, Greg) but only after arrangement with a faculty/senior staff.
• Training will only be offered to teams that have active or pending support with the CBI.
• Each research team will be limited to no more than one training session/week, however this is dependent on availability.

**MICROSCOPE TROUBLE SHOOTING (NEW 11/02/20)**

YOU WILL HAVE NOTICED A NEW DOORBELL IN THE SATELLITE AREA. IN THE NEXT FEW WEEKS WE ARE GOING TO IMPLEMENT A REMOTE TROUBLESHOOTING MECHANISM. THIS IS VERY MUCH A BETA TEST. IF YOU HAVE A PROBLEM WITH A MICROSCOPE PLEASE PRESS THE DOORBELL IN THE SATELLITE AREA AND WAIT FOR SOMEONE TO ANSWER. THE STAFF MEMBER WILL NOT COME TO THE SATELLITE BUT WILL WORK REMOTELY.

• The workflow following using the door bell will be:
  – Ascertain which microscope you are having problems with (room number)
  – Establish a remote link with microscope computer
  – Activate nest camera in room
  – These cameras are also able to have conversations, so from that point the staff member will use the microscope computer, the room camera and possibly chat or zoom to diagnose and solve your problem.
• Please do not use this function for trivial requests (don’t forget staff are very busy running experiments).
• Please try to solve the problem yourself before using this function.

**INSTRUMENT ACCESS**

ACCESS AND THE ABILITY TO RESERVE TIME WILL ONLY BE AUTHORIZED FOLLOWING DIRECT REQUESTS TO A CBI FACULTY OR SENIOR STAFF MEMBER FOR APPROVAL. THIS CAN BE DONE BY THE LAB MEMBER OR PI OF THE UNIT FOR EACH MEMBER OF THE GROUP

• Use is generally restricted to users with 24/7 access or users we feel are very experienced. This means that the user has logged at least 25 hours of use on the instrument to be used in the last calendar year. (Though we are starting to relax this requirement as of 10/19/20, but access still needs to be approved by a CBI faculty)
• You must not book time for other users who have not been approved.
• We will not be doing any training until social distancing requirements are eased (See training update above (10/19/20)).
• Only one user/microscope room at any time, no team microscopy. Non-compliance will result in suspended privileges for one (1) month.
• You must clean the microscope and wipe down all surfaces with the provided cleaning supplies when you have finished using the device.
• If you have a problem with a system please call 412-648-9796 (Light Lab/confocal questions), or e-mail the lab and explain. Social distancing means that there is a 5 minute contact rule in place, so things that cannot be fixed in that time frame must be left to a point when the room is empty or you will need to leave the satellite facility and come back when the problem has been corrected.
• All Systems in the Satellite will be turned on and checked every morning by staff and turned off at the end of the day unless they have been reserved.
• you need to use gloves, masks and any other relevant PPE when using any systems (as per published rules).

**COMPUTING**

THE CBI IS GOING TO USE THE OPPORTUNITY PRESENTED BY THE COVID PANDEMIC TO REVIEW AND OPTIMIZE OUR COMPUTING OPERATIONS AND SERVICES FOR OUR COLLEAGUES.

WE HAVE MOVED SEVERAL MACHINES INTO PUBLIC SPACE (THE MAIN CBI CORRIDOR AND SATELLITE AREA).

HOWEVER, BECAUSE THESE DEVICES ARE IN A PUBLIC AREA, WE HAVE IMPLEMENTED SECURITY PROCEDURES THAT INCLUDE A LAB SPECIFIC USER NAME AND PASSWORD.

WE EXPECT THAT THESE CHANGES WILL ALLOW EACH OF THE RESEARCH GROUPS WE WORK WITH TO HAVE BETTER CONTROL OF THEIR COMPUTING ENVIRONMENT IN THE CBI, AND THAT THEIR DATA WILL BE MUCH MORE SECURE AS IT WILL BE PROTECTED BY LAB-BASED ACCESS PROTOCOLS.

• Each lab group will be assigned a username and password by our IT manager (Kevin Alber). He will continue to manage access remotely until the pandemic is resolved.
• Each Laboratory group needs to request access for computing by sending an email which copies the lab PI to one of the CBI faculty or senior staff (Simon, Claudette, Donna, Alan, Patricia, Mark).
  The CBI IT manager will be notified and will assign a username and password for use by that laboratory (Generally, the surname of the PI will be the username). The information will be sent to the PI by email.
• Upon first sign on to the new account, the laboratory will be expected to change the password to ensure security.
• The distribution of the lab login credentials will now be the responsibility of the PI of the lab or his/her designate and they may distribute this username and password to any relevant member of their laboratory who requires computer access at CBI.
• As we are using this login to protect your data (your group will be assigned specific storage areas on the server space) the username and password should **NEVER** be shared outside of the laboratory group for obvious reasons. Importantly you should also never share these logins credentials with other research teams. We expect turnaround for assignment of logins to be rapid (less than 24 hours) so please request your own login details.
• If you are using a CBI computer and need to leave the machine for a short duration (e.g. bathroom break), you should sign out of the computer so that no one may gain unauthorized access to the computer in their absence.

• If you are running a long unattended analysis (e.g. many hours, overnight, over weekend), you should log out/put the computer into sleep state so that no one may gain unauthorized access to the computer in your absence. As a courtesy please leave a note on the computer desk informing other users how the machine is being used. Workstations will automatically lock after 10 minutes of idle time.

• When the person using a CBI computer is finished for the day, the person must sign out of the computer so that others may not gain unauthorized access to the computer in their absence and so that authorized users may access the machine. If you forget to log out, usage time will continue to be logged to your lab.

• Please only use one machine at a time. These devices are very busy and very popular so be courteous and kind to your colleagues

• Always keep copies of your data on removable media. The CBI cannot and will not be responsible for data stability/retention.

• Finally, access to the CBI computing resources and the software packages is a privilege not a right. If we feel you are abusing this privilege either by inappropriate use of the computers or by circumventing/abusing the conditions listed above it is likely that the access privileges for your entire research team will be curtailed for a month or more.

**IMAGE ANALYSIS TRAINING (NEW 11/02/20)**

WE ARE GOING TO START SOME IMAGE ANALYSIS TRAINING OVER THE NEXT FEW WEEKS. THESE SESSIONS MUST BE PRE-PLANNED AND PROBLEM BASED, AND INVOLVE DATA COLLECTED USING THE CBI MICROSCOPES. THE IDEA IS TO COME UP WITH ALGORITHMS TO SOLVE PROBLEMS NOT BASIC COMPUTING. IT WILL BE LIMITED TO USE OF NIS ELEMENTS AND/OR IMARIS.

• Training will be limited to one person at a time.
• To arrange training the responsible PI must contact one of the CBI faculty or senior staff (Simon, Claudette, Donna, Alan, Patricia, Mark).

• Training will be arranged with the Staff member responsible (Callen/Mike) but only after arrangement with a faculty or senior staff.
• Training will only be offered to teams that have active or pending support with the CBI.
• Each research team will be limited to no more than one training session/week though this is dependent on availability.

**OTHER GENERAL CONDITIONS**

MEETINGS WITH FACULTY CAN ONLY ONE ON ONE OR VIA ZOOM AND ONLY WITH PRIOR ARRANGEMENT.

ACCESS TO THE EM’S WILL BE VERY LIMITED AND DEFINED ON A CASE BY CASE BASIS.