**Rules for the Specialist Bioimaging Laboratory at FBBB JU**

1. General
2. The Specialist Bioimaging Laboratory (SLB) functions at the FBBB UJ. The Laboratory provides access and support in fluorescent microscopy (confocal and STED).
3. Equipment within the Laboratory is available for the following:

STEDYCON microscope (*Abberior GmbH*) – all researchers at FBBB and other JU facilities, external researchers.

Micromanipulation system (*Eppendorf*) and confocal microscope *Stellaris 5* (*Leica*) – all researchers at FBBB and other JU facilities.

1. Equipment usage is priced according to the FBBB UJ website information.
2. Booking and general functionality rules
3. The Laboratory is open Monday - Friday from 9:00 am till 04:30 pm, giving technical and assistance support to Users.
4. The First booking is obtained after filling up the form (Microsoft forms) at the FBBB website.
5. The minimum time for the reservation is 1 hour. Every User can book no more than 15 monthly hours for each microscope. Extending the limit after contact with the Laboratory is possible at the reasonable request.
6. Bookings are assigned as the orders are placed (on a first come – first served basis).
The maximum time for the booking ahead is four weeks and a minimal one day.
In uncommon situations, different limit is possible after contact with the Laboratory.
7. Reservation can be canceled without any costs at least 2 hours before planned imaging.
If the booking is canceled later than two hours or samples wouldn’t be given to the Laboratory, the cost will be counted according to the prices for reserved equipment.
8. All microscopes can be operated only by laboratory members. In atypical situations, measurements by others can be done only after passing the training program. Training requests should be given by e-mail at wbbib.bioobrazowanie@uj.edu.pl
9. Rules for the Trained Users
10. Verifying if the equipment works correctly is essential before starting the session. In case of any doubts, it is mandatory to inform laboratory staff.
11. Measurements are possible only after booking. Every untrained person present should be mentioned in the booking form.
12. It is enhanced that Users should consult the measurements with laboratory staff to optimize equipment usage.
13. Trained User takes full responsibility for all errors arising from unauthorized equipment usage.
14. Others
15. The User is responsible for returning the room order after measurements.
16. Data obtained during measurements can be found on the Internet server (Onedrive).
The usage of external drives is strictly forbidden.
17. The laboratory encourages mentioning equipment usage in the scientific papers in the acknowledgment section. For example: ‘’Optical microscopy experiments (confocal imaging, STED imaging, micromanipulation, etc. (delete as appropriate)) were performed at the Laboratories of Multi-Level Imaging of Biological Structures, which serves as an imaging core facility at the Biochemistry, Biotechnology, and Biophysics Faculty JU”.
18. Information that should be in the materials & methods section is available after e-mail contact at wbbib.bioobrazowanie@uj.edu.pl.

Additional image analysis by the laboratory staff can be done if:

* Additional charge for the laboratory, according to the equipment prices, is made;
* Or laboratory staff who did the analysis is added as a co-author of the manuscript
1. Access to the Laboratory is grounded only after regulation acceptance. The Laboratory keeps the possibility of access denial after validation of the Laboratory rules.
2. Users will be informed about all the changes in the rules. No consent withdrawal information will be treated as acceptance of the changes.
3. Failure to follow good laboratory practice rules will result in a permanent or temporary prohibition from using services provided by the Laboratory.