

User Policy of the UTCoP Drug Discovery Center Keyence Microscope

May 2018

1. **Clarification of the equipment:** The microscope was purchased with DDC funds (\$65k), and cost share contributions from Drs Georgi Petkov (\$6k), Wei Li (\$2k), Subhash Chauhan (\$2k), Glen Palmer (\$2k), and Murali Yallupu (\$1k). It is owned by the Dean who is the Executive Director of the DDC as a DDC equipment, not a normal college or department shared equipment. Dr. Wei Li as the current DDC Director has assured the Dean complete maintenance without any expenses from the department, college, and state funds. That is, all maintenance cost will come from user fees, grants, or other funds that the DDC Director will raise.
2. **User training:** The DDC director has negotiated and reached an agreement with the vendor: a technician from the vendor will come here every 1~2 months to do complementary user training. Under normal circumstances, neither the DDC Director nor any lab member is responsible for user training. This arrangement is to prevent “second-hand” or “third-hand” training which is often dangerous for delicate instrument like this microscope, and to ensure that all training will come from an authentic vendor technician. Although the microscope has a number of automation capabilities and easier to user than an confocal, the learning curve is still very steep.

A user who is interested in getting trained needs to fill a simple form (to be developed) with his PI's signature and email to the DDC Director's supporting person (Mr. David Clark currently, dclark42@uthsc.edu), once there is a minimum of 2 user requests, the DDC director or his designee will arrange for the vendor technician to come onsite for training, typically within 1~2 months. A user needs to pass an assessment of the DDC Director or his/her designee before a user is allowed to use the microscope independently.

3. **Users and user fees:** Currently the microscope will be open only to COP users. There will be no dedicated personnel to do usage tracking and monthly billing for users, although the DDC Director or his/her designee will coordinate with vendors for any trouble-shooting and repairs. To simplify the process and model the cost share at the purchase, we will use a “PI group” model. Each PI's lab has a combined total of two-hour “trial” use before the PI decides to join the “PI group” or not. If a PI decides to join, the PI will pay an upfront lump-sum user fee of \$2k (DDC members) or \$2.5k (non-DDC members in COP) for his/her research group, regardless of number of users in his/her group. This upfront fee will allow the PI's group to use the microscope free of charge for the duration of the life (DDC members) or six years (non-DDC members), not pro-rated and not refundable. Alternatively a PI can also choose to pay \$600 upfront user fee for one-year unlimited use.
4. **User responsibilities:** In addition to prior approval for use by the DDC Director or his/her designee, users must record in the logbook his/her uses of the microscope, including the nature/number of the samples (e.g., IHC slides, cells in plates, etc), experiments (e.g., IHC stains, IF, bright field, etc), start/end time, and to attest the instrument working conditions. First time failure to record his/her usage in the logbook will result in user right suspension for 2 months. Second failure to record in the logbook will permanently revoke the user right. After use, a user must put the instrument in standby condition, with the lamp turned off to maximum its life, and logout of the control computer. If a user observes any abnormalities, he/she needs to report to the DDC Director or his/her designee immediately. The DDC director recognizes that the occasionally, unintentionally misuse/damage to the microscope may occur and thus users will not be held responsible in such cases. However, any intentionally misuse or damage to the instrument by a user will hold the user responsible for resulted repairs.