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## Reservations of the Laser Confocal and Multidimensional *in vivo* Microscopy Facility (Ext. 4401)

### GENERAL RULES

To make a reservation it is necessary to be CSIC staff since the necessary credentials are the same as those used to access the CSIC intranet. The CIB intranet booking website: <https://reservas.cib.csic.es/confocal/>

- Reservations made without completing the identification data (Name, Ext. and Chief/to) or without complying with these standards will NOT be valiant.
- Before sending the reservation, pay attention to the fact that the selected slot does not conflict with that of another pre-booking.
- To MODIFY or CANCEL a reservation already made, contact directly with the staff of the Facility.

### SPECIFIC RULES

- The hours of service are from 8 to 16: 30h from Monday to Thursday and from 8 am to 14h on Fridays.
- Users internal to the CIB will make the reservation on the corresponding site of the intranet. Users outside the Biological Research Centre will do so by e-mail to the following address: [confccd@cib.csic.es](mailto:confccd@cib.csic.es) or by phone at **911098001**.
- Reservations are allowed at fortnightly intervals.
- In the confocal maximum reservations of 4 hours per user per week, can be continued.
- It is advisable that new users contact service staff before making a reservation
- Reservations should be detailed:
  - **In confocals:** fluorochromes to visualise or laser lines to use.
  - **In the multidimensional, DMI8\_Gemini and Sp8:**
    - Type of experiment: fixed or timelapse

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- Sample type and support,
- Need or not for maintenance of  $t^a$  y/or  $CO_2$
- Visualization technique (transmitted light or fluorescence)
- Gemini's need or not in the DMI8

### • **For reasons of maintenance, good use and management of the lasers of confocal equipment:**

- It is necessary (or advisable) to concatenate the hours of the reservations in order not to remain “dead times”.
- If you need to **ANULATE** a reservation, make it as early as possible. If a reservation is not cancelled at least 2 hours before it starts, it will be charged as time spent. And if it is cancelled **TWO** hours before it is not possible to use it by another customer, it will be charged half with the service.
- It is convenient to adjust the reserve time as much as possible to the one actually used. Half of the unused time, and which has been booked, will be charged to the reserved customer, if it has not been able to be used by another customer
- There is a **Waiting List** in the Service (ext. 4401) in which pointing can be obtained, in order of annotation, time of use on the requested equipment for cancellation of an online reservation. Even having used the maximum 4 hours per user/week in the confocals, priority will be given to those who do not have a reservation that week.
- Must be provided by the user of each experiment to visualise: wavelength of excitation and emission of each fluorochrome and at least one negative control of each fluorochrome in order to be able to establish the minimum acquisition conditions in the experimental samples.
- The equipment has lasers, in the case of confocals, or fluorescence cubes, in the case of thunder, multidimensional, DMI8\_Gemini, CCD, CMOS and fluorescence magnifying glass, suitable for certain excitation and emission wavelengths. If the user's fluorochrome has other spectral characteristics, image acquisition may not be optimal.
- It is recommended that the user contact the service if he/she has any doubts about the appropriate fluorochromes.

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- Files generated as a result of image acquisition on each of the service's computers are saved on a network-connected storage server: "NAS Server" ([\\161.111.104.211\](http://161.111.104.211)), immediately thanks to a service network. Each regular and internal CIB user has a 50 GBs encoded partition on that server, that space must be managed by the user in such a way that there is always enough room to record the images of each acquisition. In the event that the user is external to the CIB or has no partition on that server, partitions reserved for the service will be used. Users can connect from any CIB computer to their partition or to those of the service for managing their images. In case of communication with the networked server, the files will be saved on the computer of the computer concerned and file transfer of internal users will be done by the network of the centre: Windows Network S11discomicroscopy (161.111.108.150)
- On the first Monday of each month the server will be restarted as a maintenance measure.
- Users outside the CIB will take their files on any storage media they provide.
- Under normal conditions, on the first Monday of each month, provided there are groups of 3-4 clients interested, basic training courses will be given in the use of confocals, from 11 to 14h. The training, without being mandatory, aims to improve the attention to customers in the sense of autonomy and security of the same in the acquisition of images of their experiments, and in the same way more personalised attention by the staff of the service.

<https://www.cib.csic.es/facilities/scientific-facilities/microscopia-laser-confocal-y-multidimensional-vivo>