



Advanced Optical Microscopy Facility  
and Wright Cell Imaging Facility  
University Health Network  
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## AOMF/WCIF User Policies

Effective February 1, 2021

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### Temporary COVID precautions: the following measures will be in place until further notice.

**PHYSICAL DISTANCING:** We have ensured that all microscopes are sufficiently distant from each other. Only a single user is permitted per microscope. Microscopes are equipped with camera, speakers, and microphones to accommodate collaborations with colleagues via Teams or Zoom. Contact us if you need assistance initiating or joining a session. Please maintain your distance from each other and from staff while coming and going or requesting assistance.

**PREDEFINED TIME PERIODS:** You will find on the calendar that instead of just booking any time you like; we have instituted predefined timeslots with 30 minutes to let the air clear between slots. They are 7:00-8:30 am, 9:00-10:30 am, 11:00 am – 1:00 pm, CLOSED 1:00-2:00 pm, 2:00-3:30 pm, 4:00-5:30 pm, 6:00-8:00 pm. You will see the predefined time selections in a drop-down box when you create your booking. You can take 2 consecutive shifts at no charge. There is no usage allowed from 1:00 pm to 2:00 pm to allow for staff cleaning.

**AFTER HOURS:** Currently, we are not allowing bookings on Sundays, or outside of 7:00 am to 8:00 pm. The first and last bookings of the day can be considered *After Hours*, as can all bookings on Saturday (please use the *After-Hours* category as before).

**OVERNIGHT:** Unattended overnight access will be permitted as before (batch analysis and live-cell imaging). Please set up your session during one of the afternoon time slots, book the entire overnight period (with *Overnight* category for 50% discount) and arrive the next morning to remove your slides/data and clean the computer/instrument.

**PPE:** Please wear gloves, and a lab coat (provided) while in the AOMF lab facilities. As per UHN policy, you must wear your mask properly, with mouth and nose covered, for the duration of your microscope session or other activity in the AOMF.

**CLEANING:** Please clean the microscope before and after each session. There are lab wipes and a wash bottle with 70% ethanol at each microscope. SPRAY THE TISSUE, not the instrument, and then wipe down the keyboard, mouse, focus knob, binocular lenses and stage controller/joystick.

**TRAINING AND SUPPORT:** Microscope support sessions will continue to be limited to 15 minutes. Consultation with AOMF staff should be arranged by email and will be conducted via Teams or Zoom. Trainings will consist of a short, physically distanced, in-person orientation, followed by a remote session with shared desktop instruction while you operate the microscope.

**SLIDE SCANNING:** Our brightfield and fluorescence slide scanning service continues to be offered to all existing or new customers. Until you have card access, arrangements for slide drop-off and pickup can be made by email. We prefer slides to be left in plastic boxes that can be cleaned with 70% ethanol (avoid cardboard or paper containers). Only one person at a time is permitted at the drop off/pickup station.

**BRIGHTFIELD SLIDE SCANNING:** The procedure for dropping off brightfield slides has not changed.

**FLUORESCENCE SLIDE SCANNING:** Please request fluorescence scanning by completing our [online form](#), then leaving your slides in the small, black refrigerator beneath the scanner.

**PICKING UP SCANS/SLIDES:** We prefer to upload your scans to OneDrive or UHN File Share and send you a download link. If you are unable to download slides, please include a large, unencrypted USB flash drive with your slides or request one of our 128Gb USB keys for \$30 each. In-person transfers onto hard drives are by appointment only. We understand that onsite time has been limited for everyone, but please remember to pick up your slides when you plan to be onsite.

## Publication Guidelines for Users of AOMF

- Users must acknowledge the AOMF in scientific contributions (papers, presentations, posters) when presenting work that has been carried out in the AOMF. *Example: Confocal microscopy was performed in the Advanced Optical Microscopy Facility, University Health Network.*
- Users should acknowledge AOMF staff members personally when they contribute beyond basic training and access, such as when they help with planning or optimizing more complex imaging experiments. *Example: Two-Photon microscopy was performed in the Advanced Optical Microscopy Facility, University Health Network. The authors thank James Jonkman for his help optimizing the image acquisition and advice on image analysis.*
- AOMF staff member must be considered for co-authorship if they made substantial contributions to the project design, acquisition, analysis and/or interpretation of results. Users should inform their PI when an AOMF staff member is providing a high level of support that may lead to co-authorship.
- Charging for services does not preclude acknowledgements or authorships on manuscripts.

## Bookings

- Only trained users may book time on the instruments. Users are strictly forbidden to train each other – contact AOMF staff for training. A user may require additional training sessions until sufficient working knowledge is demonstrated.
- All usage must be booked using our Online booking calendar. **Unbooked usage will be charged with a 25% administrative surcharge.** If you overstay your booked time by more than 30min, add an additional booking for the extra time. Unused portions of your booking will not be reimbursed.
- To avoid being double billed, the same user who books the microscope should log into the computer.
- The minimum booking period is 30min.
- You cannot edit/delete your booking with less than 24hr notice: contact AOMF staff for assistance.
- **Prime Time** is defined as 9am-5pm on weekdays. In fairness to others, you may not book more than 8 hours per week of Prime Time.
- **After-Hours Discount:** Bookings between 5pm and 9am on weekdays and all day on weekends, receive a 15% discount, provided that a separate booking is made for the after-hours portion of your booking and that the After-Hours category is selected.
- **Overnight Discount (experienced users only, with permission):** Bookings that start in the afternoon and last at least 12 hours (e.g.: for batch analysis or live-cell time-lapse) receive a 50% discount (choose the Overnight category in the booking calendar). The booking must extend until such time as the user can return to the instrument, save the data, and log off the computer.

## Personal Health Information (PHI)

- Users are forbidden from creating, storing, or copying PHI (i.e., clinical patient data) on AOMF computers. If you are working with clinical samples and are not sure whether PHI is being generated, please contact AOMF staff to discuss prior to imaging.

## Data Management

- Users are responsible for their own data. End your session by copying your data to your (un-encrypted) USB key or external hard drive or upload it to your cloud storage server (e.g., OneDrive).
- Data may be temporarily stored on the local instrument hard drives, but at your own risk! AOMF staff may delete data from time-to-time without notice to free up space.

## Instrument Care

- Talk to us! If you are unsure or forget how to use the instrument or software, please ask for assistance: damage to the instrument (especially objectives) can easily occur. Please report any problems to us promptly.
- Do not apply oil or water to an objective unless you are sure it is the appropriate lens.

- Excessive use of oil will damage the lens and/or microscope. Do not add more oil for each slide unless you clean the first drop off.
- Gently clean oil immersion objectives with lens cleaning solution and lens tissues (not Kim Wipes). Follow up with a dry lens tissue so as not to leave cleaning solution residue. Do not press hard on the lens as this can damage it.
- Water immersion objectives can be cleaned by gently soaking up the water with a lens tissue.
- Only turn on the lamps or lasers that you need.
- Do not use any unsealed sample holder containing solvents, volatile liquids, or other corrosive liquids or materials that may damage the microscope (e.g., some tissue clearing solutions). If you're unsure about an experimental material, please check with AOMF staff.
- Please allow 15min for both warm-up and cool-down time for all lamps and lasers, as this will increase their lifespan.
- After your session, check if the next user is waiting to use the microscope and will be needing the lamps and lasers.

## **AOMF Laboratory Safety**

The microscopy rooms at all AOMF sites are designated as *Biohazard Level 2*. All the necessary safety precautions must be taken.

- All first-time users will be given a safety orientation when they arrive for their first instrument training session. The safety orientation will include the location, in each lab, of the detailed emergency procedures for fire, health or any other immediately hazardous situation, the location of handwashing sinks, eyewash stations, emergency exits, fire pull stations and extinguishers, hazardous spill kits, biological safety cabinets and fume hoods.
- Dress appropriately for laboratory work. No open-toed or open-heeled shoes. Long hair should be tied back, and dangling jewelry or loose clothing must be secured to avoid contact with specimens, and equipment. Don't insert or remove contact lenses or apply make-up. Don't eat, drink, chew gum, smoke or bring anything consumable into the laboratory.
- Lab coats and gloves (provided) are to be worn at all microscopes for the duration of your session in all AOMF laboratory areas. Do not wear them in image quantitation and office areas, elevators, hallways, or bathrooms.
- Due to the low light conditions necessary for microscopy, the labs tend to be very dark. The user should take extra care when moving around in the lab (especially with samples in hand) and they should make use of the desk lamps available at each workstation.
- Customers must report any injuries, spills, and hazardous occurrences to AOMF staff.
- If the fire alarm sounds while performing an experiment, the user should turn off equipment and gas valves, close containers, close doors and leave the laboratory. Wait for an announcement that the emergency has been resolved or has been elevated. If elevated to evacuation status, leave immediately through one of the emergency exits.
- Any experimental solution, substance, chemical or biological agent brought into the AOMF must be permitted under UHN fire, chemical and biohazard safety policies. Users must be aware of relevant hazard, handling, spill management, disposal, and transportation practices and regulations. If you're not sure about something you wish to use for an experiment, please consult with AOMF staff. All material must be labeled with the following: the name of the substance, any safety precautions, reference to the appropriate SDS (if available) and the user's name.
- The user must be familiar with and adhere to the UHN biosafety policies and procedures, The UHN Research Biosafety Handbook and the Chemical Safety Manual. This information can be accessed from the UHN intranet (using any of our AOMF computers): [http://intranet.uhnres.utoronto.ca/support\\_services/researchsafety/](http://intranet.uhnres.utoronto.ca/support_services/researchsafety/). You must contact AOMF staff if you plan to use toxins or pathogens regulated under UHN's Biosafety program.