

Stowers Microscopy Center (SMC) Guidelines

The Stowers Microscopy Center team enables every scientific member of the Stowers Institute to get the best light microscope images technically possible. These guidelines are established to help you and your colleagues to obtain state-of-the-art scientific results when using SMC equipment and software.

Resources <http://research.stowers.org/microscopy/>

- Instruments** All systems at the Stowers Microscopy Center are listed with a description, location, and names of people who can support you at our web page at <http://research.stowers.org/microscopy/external/Instrumentation>
- Status** Information about the status of individual systems is compiled at the [SMC wiki](#).
- Image Processing** Please find image processing workstations and software packages at <http://research.stowers.org/microscopy/external/ImageProcessing>. The workstations are located in building one, room 176.

General <http://siris>

- Training** Prior training by the SMC staff is required to make microscope reservations. Please use the Microscopy Center tab in [SIRIS](#) to schedule training sessions at least two days in advance.
- Assistance** The SMC can assist you with your light microscopy experiments. Please request Microscopy Assistance through [SIRIS](#) and allow one day for scheduling. If you need immediate help at a microscope, please call ext. 4303 or ext. 4364.
- Image Processing** Workstations for image processing are located in room 176. Please use [LIMS](#) for reservations and [SIRIS](#) for Image Processing Assistance requests.
- Maintenance** We offer Microscope Maintenance for SMC and lab microscopes. Appointments can be scheduled through [SIRIS](#).

Stowers Microscopy Center Reservations <http://limskc01>

- Reservations** Advance reservations through [LIMS](#) is required to use microscopes and image processing work stations at the SMC. Fees are based on reserved time. The actual rates can be found at [LIMS](#). If you have to make reservations more than two weeks in advance, please contact Winfried Wiegand.
- Time** Please allow enough time in your reservation to clean-up and save your data.
- Special Equipment** We added an Equipment Needed box to the [LIMS](#) reservation screen for requests of specific objectives, Nomarski prisms, and other accessories. If you have to request special equipment less than 24 hours in advance, please call SMC staff directly. Only SMC staff is allowed to move any parts or stage inserts between microscopes and to install software on any SMC computer.
- Cancellations** People using the system after you will appreciate if you could notify them in case you do not need all the time you reserved. Cancellation after the starting time of a reservation will not reduce usage fees. Your lab will still be responsible for the amount incurred for the originally reserved time slot.

User Responsibilities

- Lab Safety** Food or drinks are not allowed in any SMC microscope room or lab space.
- Spills** Please report any spills or malfunction immediately to the SMC staff. This will help avoid and reduce potential damage to the equipment.
- Immersion Solution** No oil on air objectives, please!
- Data** During image acquisition we highly recommend to save all data on local hard drives (never use the C: drive). Please make sure to move all data, including the raw data files off the system before your reservation ends. Unfortunately, we cannot offer backup of data and files that may be deleted without notification.
- Lasers & Hg lamps** To increase the lifetime of lasers, HBO and Exfo lamps are not switched off during regular working hours. If your reservation extends beyond 5pm and you are the last user, please switch the light sources off and shut-down the system.
- Cleanup** Please remove immersion solution from objectives with lens tissue (not Kimwipes) when you are finished. Do not forget your samples. As a courtesy to other users, please leave the microscope area clean. The SMC staff can supply you with cleaning materials.
- Shut-down** SMC staff shut down all systems at 5 PM unless there are later reservations. If your reservation extends past this time, we ask you to shut down the system.