

Confocal Facility User Policy

Use of the Kroto Confocal Facility

The Kroto Confocal Facility can be accessed in one of two ways – either as an independent user or by supported use, bringing your samples to be imaged by the Experimental Officer. If you have only a few samples, imaging is complex or you would like to first check out the capabilities of the Facility, it might be appropriate to use the Experimental Officer to obtain samples. However, in all other cases it is generally better to get trained as an independent user.

Independent Use

If you wish to become an independent user of the Facility, you will need to comply with the laser safety requirements (see below). Before receiving hands on training from the Experimental Officer you must complete the New User Registration Form (available from <http://www.shef.ac.uk/kroto/confocal/registration>), undertake the [online theory course and test](#) and provide a copy of the certificate. Training is on a one-to-one basis for about 2 hours. After this, the user is encouraged to work more independently under the guidance of the Experimental Officer. One-to-one training is charged at the standard price for confocal use, and trainees are encouraged to supply a sample of the type and with the sorts of stains that they plan to be using in the future.

Supported Use

If you would like the Experimental Officer to obtain images for you, you will need to be aware of the following points. Firstly, there is currently no additional charge for this option but the work will have to fit with other confocal bookings as well as the schedule of the Experimental Officer and so can sometimes take some time to be completed. Secondly, you need to be present during the whole imaging process to provide input into the sort of information that you require. Thirdly, before any supported use can be booked you need to complete the Supported Use Form (available from <http://www.shef.ac.uk/kroto/confocal/booking>)

Safety

Laser Safety

The lasers used in the confocal suite are class 3b (switchable Argon laser, average output upto 100 mW at 458 nm) and class 4 (tunable 600 – 1000 nm Ti-Sapphire Multiphoton laser, average output 2000 mW) lasers. Consequently all confocal users MUST register as a laser user by completing the following online form (<http://safety.dept.shef.ac.uk/ir/laser-user-reg-form-2008.doc>). A copy of the form should then be submitted to [Trevor Moseley](#) and your own Departmental Laser Safety Officer (DLSO). Users must also obtain laser safety training, which can be obtained online from the Sheffield University Health and Safety training site at https://hs.shef.ac.uk/subject_areas/radiation.

Once you have completed all the laser safety training you must complete the following form <http://safety.dept.shef.ac.uk/ir/Authorised%20User%20Trf.doc>. A copy of this form must be submitted to both your DLSO and Dr. Nicola Green. Failure to comply with all these requirements will result in your access to the Facility being removed/denied.

General Safety

All confocal laboratory users must also have fire training, which should be updated annually. In addition, users requiring access to the equipment out of hours must fulfil all the out of hours requirements for the Kroto Institute, including possessing out of hours training.

A registered user may work on the confocal with an individual who is not a registered user providing they are not left alone to operate the equipment. If an individual wishes to access the confocal without working under the complete supervision of a registered user they must contact the Experimental Officer to be trained and registered as an independent user.

All users are responsible for ensuring that the equipment is left clean and tidy after use, all waste disposed of correctly and all lenses cleaned and where appropriate returned to the correct box. Failure to leave the area in a clean and safe condition or other misuse of the Facility may result in an individual's access rights being removed.

It is the user's responsibility to ensure samples brought into the Facility have been appropriately risk assessed for transport to the Facility and for confocal imaging. Risk assessments are available within the Imaging Facility for the use of the confocal and widefield fluorescent microscopes, but are not sample specific and any particular risks with individual samples must be covered by the researcher.

Samples can be stored in the fridge for up to 2 months if labelled correctly (name, date and contents). Samples older than 2 months should be disposed of properly. If longer term storage is required please use your own laboratory fridges.

Data can be stored on the computer for a maximum of 6 months. It is often necessary to delete data to ensure that there is sufficient space on the computer to allow the equipment to operate properly. At this point it is not possible to protect data saved more than 6 months ago, so please ensure that all important data is backed up and removed as soon as possible.

Please report any damage or problems within the Facility as soon as possible to [Dr Nicola Green](#) (room F07, ext 25932).

Charges

Please note that there is a charge for the use of the Facility on an hourly rate. Please ensure that the grant holder/supervisor of the project is aware that you are using the Facility and that they will be charged. The current charge is £30 per hour for all individuals.

Booking the Facility

When you are given independent user rights, you will be provided with a username and password to access the confocal room booking site. The site is located at <http://smil.group.shef.ac.uk/confocal/day.php>.

Please change your password on your first use. To do this log in, select the user list (top right hand corner), then select edit after your name and enter a new password.

If you wish to book the Facility log in and select the times and the specific microscope that you require. If you require the multiphoton book this along with the required microscope. When making a booking you MUST enter your username into the appropriate box AND enter the grant code that will be used to pay for the Facility into the full description box. Failure to do this may mean your access rights to the equipment are cancelled.

If a booking is made and then not required please cancel the booking via the website. If you wish to cancel a booking with less than 48 hours notice also send an email to the confocal users informing them that a space has become available (email address:- confocal-users@lists.shef.ac.uk). If you do not require the instrument for the full time booked, edit the booking to reflect your actual usage and send an email to the confocal users informing them that the machine has become available. Failure to edit the booking will result in you being charged for the full booking.