

Terms of use for the *Center for Advanced Light Microscopy (CALM)* Version 2024-02-19

The Center for Advanced Light Microscopy (CALM) is a center of excellence, located at the Biocenter and the BioSysM research buildings of the LMU Munich, with the mission to provide easy access to cutting-edge imaging devices and to support researchers during image acquisition and data analysis. The center is open to all groups at the LMU Munich, scientific collaborators and external users upon request.

This agreement is binding for all users of the CALM

§1 Contact person and responsible for all matters is Dr. Hartmann Harz, mail: harz@bio.lmu.de , phone +49 89218074176

§2 The center is open to all groups at the LMU Munich, scientific collaborators and external users upon request.

(1) New users of CALM microscopes should discuss the planned project with Dr. Harz. It will be evaluated which microscopic method best meets the project requirements and whether it is available at the CALM. If techniques are required, which are not available at the CALM Dr. Harz will establish the contact to other facilities on the campus (e.g. Core Facility Bioimaging at the BMC).

(2) If adequate methods are available, the new user and the respective group leader sign an agreement about acceptance of this guideline.

(3) The user will be trained on the microscope and receives thereafter the activation for the booking calendar (<http://www.calm.bio.lmu.de/for-users/index.html>). This calendar regulates the access to the devices.

§3 A description of currently available instruments is available on the CALM web page <http://www.calm.bio.lmu.de/devices/index.html>.

§4 Responsibilities of the user and the respective group leader are described in Appendix 1. Neglecting these rules may result in temporary or permanent loss of usage privileges for the user or the respective group.

§5 The facility staff may prioritize certain projects, such as experiments for manuscripts under revision, if necessary. For heavily booked equipment, the facility staff can set limitations to bookings per week or during certain day times for users. This decision will be justified by the facility staff. If there is a dispute about the decision the user may appeal to Prof. H. Leonhardt.

§6 Usage of the hardware is subject to usage fees. These fees paid by academic users are required for running costs of the facility and do not cover costs for instrument acquisition or staff. Booking times from the booking calendar are the basis for charging. See Appendix 2 with CALM usage fees. Personal data is only collected for billing and the coordination of the microscope usage. Bookings are visible to all other users of the booking system.

Please note the possibility to apply for funding for the use of CALM devices in DFG, BMBF or EU funding applications. Please ask Dr. Harz (cf. §1) for support if required.

§7 Acknowledgement of CALM in publications. The CALM is financed by public money and will be evaluated by funding bodies. Therefore, acknowledging the CALM is important for successful evaluation and future funding of the facility. Users and their supervisors agree to acknowledge the CALM in any publication that contains data from CALM devices. Users can use the phrase "Microscopy was performed at the "Center for Advanced Light Microscopy (CALM)" and the equipment used should be mentioned in the material & method section of the respective publication. A digital copy of each publication must be made available to the facility staff for archiving. The facility may list such publications on the web site.

Appendix 1

Agreement between user, group leader & CALM. The signees declare that they accept the guidelines of the CALM and will adhere to the following rules:

- The user must handle all equipment with utmost care and according to instructions to avoid any damage. Cleaning of immersion objectives after each session is performed according to guidelines explained during the introduction. If in doubt, the user should ask the CALM staff for advice.
- The user is responsible to check the equipment for obvious damage before starting to work. Issues must be reported to the person responsible for the respective microscope. For further information see CALM web page (<http://www.calm.bio.lmu.de/for-users/index.html>)
- At the end of the work, the equipment and room must be clean and tidy. Do not leave any slides, cannulas or other stuff at the workplace. CALM employees have the right to remove leftovers without further inquiry.
- If issues with hard or software are noticed, the user must inform the facility staff.
- For damages caused by improper usage, the user and his group and institution are responsible and must cover cost for repairs. For external users it is strongly recommended to negotiate a professional liability insurance.
- No dangerous chemicals or instrumentation can be brought into the facility without explicit consent of facility staff.
- User and group leader are responsible for not bringing any vertebrate animals from outside into the building without the explicit permission.
- All animal experiments must comply with local regulations.
- All experiments with human material must comply with local ethics regulations.
- Only S1 organisms can be handled in rooms of the CALM. Any handling or experiments with S2, S3, S4 organisms or with organisms under the rules of the "Tierseuchengesetz" are strictly prohibited. The same holds true for untested primary material from human beings.
- Handling of genetically modified organisms (S1) is only allowed to users who have obtained a "Unterweisung nach dem Gentechnikgesetz". Users and group leaders must provide the documentation of any S1 organisms (Formblatt z) brought into the facility according to the rules of the Gentechnikgesetz.
- Microscope rooms belong to different genetic engineering facilities. Therefore, documentation according to the GenTAufzV must be handed over to person responsible of the respective genetic engineering facility. The person responsible is listed on the CALM webpage (<http://www.calm.bio.lmu.de/for-users/index.html>) and decides about the details.
- Data storage on microscope workstations is for short term periods only. The user must delete all files as soon as they are safely available on other systems. Facility staff may delete data left on facility devices older than one month without further inquiry.
- The user and the respective group leader are responsible for the scientific integrity of the data and for long term storage of the original data. Please follow the DFG rules on Safeguarding Good Scientific Practice
- It is agreed to acknowledge the CALM in publications.
- The group leader agrees to cover for the usage fees caused by the user. See Appendix 2 for current fees.
- Trained users are allowed to book their own sessions and to cancel them. Importantly, cancellation must be done **as early as possible** and **compulsorily reported** to users of preceding and following sessions of the same day. Sessions that have already started cannot be deleted or changed.

_____, _____, _____, _____ City, Date, NAME, Signature Group leader

Appendix 2 Usage Fees

Device/Service	Description	Fees [Euro/h]
Personal DeltaVision (PDV)	Widefield fluorescence	5 €
Operetta	High content screening widefield	5 €
InViSPIM	Light sheet	5 €
SP5-2	Point scanning confocal	10 €
Stellaris I (zoology)	Point scanning confocal	10 €
Stellaris II (botany)	Point scanning confocal	12 €
SP8	Point scanning confocal	10 €
LSM710	Laser scanning microscope confocal	5 €
Nikon Spinning Disk	Spinning Disk confocal	10 €
OMX	Structured illumination	20 €
Abberior STED	STED super-resolution	20 €