

Nikon Imaging Center User Manual

CONTACT:

Website: nic.ucsf.edu

Calendar: nic.ucsf.edu/calendar

Kurt Thorn, PhD
kurt.thorn@ucsf.edu
phone: 415.514.9709
fax: 415.514.4300

Alice Thwin
myo.thwin@ucsf.edu
phone: 415.514.9728
fax: 415-514-4300

University of California, San Francisco MC 2140
Genentech Hall Room S252
600 16th Street
San Francisco, CA 94158-2517

I. NIC POLICIES

Access

Use of equipment in the NIC@QB3 for research purposes is available to members of laboratories of UCSF and QB3. There is no charge for training and a reduced rate for use of the microscopes for internal UCSF Academic and external Academics. Users must be trained by the director of the NIC, Kurt Thorn, or the NIC Manager, Alice Thwin before using the microscopes. To arrange training, please fill out the training request form online on the nic.ucsf.edu website. Untrained users may not use the NIC microscopes at any time. Users assume responsibility for damaged equipment during their usage time.

The NIC@QB3 facilities may be used, for a fee, by non-academics. Such use requires execution of an agreement with UCSF. Please contact Kurt Thorn or Alice Thwin for more information.

Trained users may schedule time on the microscopes using the NIC@QB3 calendar (nic.ucsf.edu/calendar).

The NIC is available for use 24 hours a day, however the doors to the NIC are only unlocked 8am-6pm, Monday-Friday. To get access to the NIC outside of these hours, you will need to have your ID card added to the proxy card system on the main entrance to the NIC. This can be done by emailing Kurt.

Scheduling

1. No user may sign up for microscope time more than 21 days in advance.
2. No user may sign up for more than 6 hours a week on the spectral or C1si confocal, 8 hours a week on the spinning disk confocal, or 12 hours a week on other scopes, during the period from 8am – 8pm, Monday to Friday.
3. No user may sign up for more than 12 hours on the nights or weekend.
4. Users may sign up for any open time in the next 24 hours without counting against their allotted 12 hours a week. (i.e., if Monday at 5pm you see that the scope isn't being used Tuesday morning you can sign up for it even if you've already booked that scope for 12 hours on Friday).
5. If for some reason you need more time than possible under this system (i.e. you need to do a 2 day timelapse), please let us know. We are perfectly happy to make exceptions for good reasons.
6. If you do not show up within half an hour for your scheduled time, the rest of your scheduled time will be relinquished.
7. There are three listservs we offer: NIKONCANCEL (for all cancelations of microscope scheduled time) NICANNOUNCE (for announcements by NIC Personnel) and MICROSCOPY (a general discussion of all things microscopy)

Damage to microscopes

Users are liable for damage caused to microscopes in the NIC due to accident or carelessness. Please be careful and report any problems with the microscopes to Kurt or Alice immediately.

Use of RG2 (BSL2) Samples or Organisms

Any user who wishes to use human cell lines, human tissues or blood, or risk group 2 (BSL2) pathogens, must file a BUA with EH&S prior to imaging these samples in the NIC. If you already have a BUA on file with EH&S for working with these samples in your lab (you should!), all that you need to do is to file a modification to that BUA adding the NIC (Genentech Hall Rm. S252) to the list of authorized locations. Approval of the modification should take a day or two. The modification form can be found at <http://www.research.ucsf.edu/forms/form3101.pdf>. The NIC has a tissue culture hood and a tissue culture incubator for handling and short term storage of samples in the NIC.

Acknowledgements

It is important that any papers incorporating data acquired or analyzed in the Nikon Imaging Center acknowledge the use of the NIC. This helps us justify our existence to the companies that provide equipment to the NIC, and will also help us justify the importance of the center to granting agencies when we apply for grants in the future. Please include an acknowledgement statement like: "Data for this study were acquired at the Nikon Imaging Center at UCSF/QB3".

Occasionally, involvement by the NIC staff may rise to a level where it merits co-authorship on the resulting paper. Ordinary training and assistance with the microscope does not merit co-

authorship. However, in cases where the NIC staff becomes substantially involved with experimental design, data acquisition, or data analysis, both the end user and the NIC staff should consider whether this merits co-authorship. In cases where the project probably would not have been successful or would not have been possible without the involvement of the NIC staff, the staff member should probably be invited to be a coauthor.

Reporting of Publications

We would also like to collect a list of publications that result from use of the NIC. This will allow us to demonstrate to the vendors that have supplied equipment to the NIC that the imaging center is producing useful scientific results. When you publish a paper incorporating data acquired at the NIC, please send either a reprint of the paper or the complete citation of the paper to Kurt.

Reporting of microscope purchases

If you purchase a Nikon microscope or equipment from other NIC corporate partners, please let Kurt know. Showing our corporate partners that NIC users are purchasing their equipment demonstrates that providing equipment to the NIC directly benefits them, and helps us obtain additional equipment.

II. COMPUTER ACCESS:

Accessing the microscope computers:

The computers which control the microscopes use shared logins; the username and password will be discussed during a training session.

Data may be saved temporarily on these workstations, in the directory specified on the desktop (generally either D:\data or C:\data). All data will be deleted automatically in 30 days.

Data may be removed from the computers using a USB drive, the NIC data server, or your own server.

Accessing the offline analysis workstations:

The preferred way to logon to the offline analysis workstations is using your @ucsf.edu email logon and password, the same as you use to logon to the server. When logging on, select CAMPUS in the "log on to" field (unless your account is through another authority, like the Medical Center) and use the same username and password you would use for your @ucsf.edu email.

If you do not have an @ucsf.edu logon and password, you can use the username nicuser, with password Objective3. This requires that you select CAMPUS in the "log on to" field.

Please do not save any data to the C: drive or to the desktop of the offline machines (the partitions are very small and will cause the computer to stop working well). Data found there will be immediately deleted. Data can be stored temporarily on the D: drive and will be automatically deleted in 60 days.

Accessing the NIC fileserver:

The NIC maintains an 8 TB file server for temporary storage of data acquired in the NIC to allow for easy transport of data between microscopes, our offline analysis systems, and any other computer at UCSF.

If you have an @ucsf.edu email address and you've been trained on a scope in the NIC, you should be able to access the server.

To access the server from **Windows**:

1. Open a windows explorer window and go to Tools -> Map Network Drive
2. Pick an unused drive letter and type \\nicdata\data
3. Use the same username and password as you use to logon to your UCSF email (e.g., I log into my mail as campus/kthorn)

From **Mac**:

1. In the Finder go to Go -> Connect to Sever
2. Enter smb://nicdata.ucsf.edu/data
3. Enter CAMPUS in the Workgroup/Domain field and your @ucsf.edu email username and password

Once you've logged on to the server, create a folder to store your files in. Only you will be able to access this folder so your data is private. Then save data to your heart's content.

If you can't access the server, please send us your name, and what scopes you've been trained on and we can add to the authorized user list. If you don't have an @ucsf.edu email address and you can't access the servers, we recommend you get one (you can apply for one at <http://help.ucsf.edu/>). If you can't get an @ucsf.edu email address we might be able to create an account for you.

To access the file server, you must be at UCSF (your IP address must start with either 169.230 or 128.218; if you're at UCSF and your IP address starts with something else, let us know).

Data Retention Policies:

Microscope Computers: Files older than 30 days are automatically deleted.

Data Analysis Computers: Files on D: older than 60 days are automatically deleted. Files on the Desktop or C: will be deleted immediately.