

**BSSE IN CELL 6000 Microscope**  
**Booking/Charge Sheet**

1. User Name:
2. PI Name:
3. Contact phone number and email ID: \_\_\_\_\_
4. Type of sample & Imaging:    FIXED                     or            LIVE
5. Has the sample been visualized in fluorescence microscope?    [Y]    [N]
6. Have you used an anti-fade reagent?                    [Y]    [N]
7. Fluorochromes used: \_\_\_\_\_
8. Excitation wavelength: \_\_\_\_\_    Emission wavelength: \_\_\_\_\_
9. Objectives required: \_\_\_\_\_
10. Quantitative/Qualitative Assay: \_\_\_\_\_
11. Date of Booking (Available from Monday to Fridays, except holidays): \_\_\_\_\_

12. Time slot:

9:00 AM- 10:30 AM

10:30 AM - 12:00 PM

12:00 PM - 1:30 PM

1:30 PM - 3:00 PM

3:00 PM - 4:30 PM

4:30 PM - 6:00 PM

13. Find the available slots for booking at:

14. Remarks:

Student Signature:

**Grant No:**

**PI Signature:**

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Name of the Facility Operator:

(Office use only)

Time started:

Time ended:

Remark:

Total

Slot

Charge:

## **NOTES AND GUIDELINES FOR USING THE BIO-IMAGING FACILITY**

- 1) **Booking/Charge sheet** is a must for reserving microscope time slot. Incomplete forms will **NOT** be processed. Kindly confirm the slot booking request by the end of the day.
- 2) **Grant debit head** should be mentioned along with PI signature.
- 3) **Slot time** is fixed for 1.5 hrs and the cost structure of the usage is mentioned overleaf.
- 4) **Advance booking** upto 2 weeks ahead is permitted. If the slot requested is beyond 2 weeks, it will not be processed and would require a fresh requisition.
- 5) **Maximum number of slots** allotted/week per person (or lab) is **2** for fixed samples and 3 for live imaging, per microscope.
- 6) **Cancellation** of a reserved slot has to be intimated at least a day in advance through mail. Entries should be made by users in a cancellation log book and collect the booking/charge sheet form back from the facility. Frequent cancellation from a user is not acceptable and users with 3 successive cancellations will not be allocated further slots in the next 15 days.
- 7) **Slot usage** will be **chargeable** if not cancelled and if a user is 15 min late (without prior intimation), when the slot will be canceled automatically. This slot will then be available for walk in or to any urgent requests that have been made earlier.
- 8) **Urgent booking** will be entertained. Inform the facility with the booking/Charge sheet
- 9) **LOG BOOK** must be signed by all users both before and after use with the time window of imaging.
- 10) **Web calendar** will be available to all users/ students for slots  
<http://www.brownbears.wisc.edu/cal/confocalschedule> (pw-schedule1)  
Entries in the Calendar made by the facility upon submission of Booking/Charge sheet.
- 11) **Sample preparation**
  - a. The sample slide and the coverslip should be clean. The operator can insist and assist in cleaning the sample.
  - b. Seal the coverslip with colorless nail paint or fluoromount (BD Bioscience). Ensure that nail paint is dried; otherwise it will spoil the objective lens.
  - c. For live imaging users are requested to get all the necessary items needed. The facility will not be able to provide them any reagents/ items.
  - d. Contaminated slides will not be imaged on any system. In case of any undue requests from the user, the remarks column will note the same.
- 12) **Data** will be given on CD /DVD/ formatted USB drives only. Transfer of files via internet is not allowed.