

	<p>Terms of use</p>	<p>MAJ 10/2024</p>
<p align="center"> UMR U1291 - Infinity (Toulouse Institute for Infectious and Inflammatory Diseases) Cellular Imaging Facility Certified ISO9001 / vs 2016 – NFX50/900 </p>		

1. LOCATION of the INFINITY CELLULAR IMAGING FACILITY

U1291
 Pavillon Lefevre
 Building F – Second floor
 Place Baylac
 BP3028
 31024 Toulouse cedex 03

2. MANAGER OF THE INFINITY CELLULAR IMAGING FACILITY

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3. MICROSCOPY DEVICES AVAILABLE ON THE INFINITY CELLULAR IMAGING FACILITY

The platform is equipped with the following materials:

- **Champ large MICA (Leica)** : fast tiles, 4 sample holder, 4 cameras.
- **Apotome (Zeiss)** : on an inverted axioimager.
- **Confocal LSM 710 (Zeiss)** : 6 excitation wavelength + diode 405 nm. 3 detectors.
- **Confocal SP8 (Leica)** : 3 excitation wavelengths + diode 405 nm. 5 detectors, STED module
- **Confocal Stellaris 8 (Leica)** : white laser+ diode 405nm, 4 detectors, TauSens module
- **Spinning disk microscope/ TIRF/FRAP**, 8 excitation wavelengths, 3 cameras
- **Two-photon 2P plus (Bruker)** : fast intravital imaging, large field of view

4. RULES OF THE INFINITY CELLULAR IMAGING FACILITY

1. Access:

To access the platform in autonomy and to book the systems, the user must have an online account with a login and password. For assistance, it is strongly recommended to contact the platform engineers before booking online. The access of academic users to the building in autonomy can be requested from the platform managers, for a specific period, exceptionally depending on the project.

New users must be trained by the platform's engineers on the system(s) they intend to use. This training is mandatory. Additionally, **the user commits to use the system with their own samples within 1 weeks after the training**, otherwise autonomous access will be removed.

The user will be able to manage their own account, i.e. indicate the systems they would like to access, book on the systems' schedules and modify / delete reservations.

Bookings can be made on the website <https://vm-tridb.toulouse.inra.fr/trbs/>. The user selects the system, specifies the start time and the duration of the reservation. In case of saturation of the 710 and SP8 confocal microscopes schedules, the maximum duration is 2 hours per day and per person (from Monday to Friday between 9 a.m. and 6 p.m.). Users cannot book sessions more than 2 weeks in advance. In case of specific use of the equipment, please contact the engineers.

Billing will be based on the hours booked on the system's computer schedule. In case of modification of the actual duration of the session (reduction or extension of the session), the user must report this modification on the schedule. This change can be made up to 3 hours before the beginning of the session.

8a.m. – 9a.m.	9a.m. – 1p.m.	2p.m. – 6p.m.	6p.m. – 8p.m.
Autonomous access			
	Providers access		

2. Switching on a device:

Follow the protocols for each system.

3. Shutting down a device

For all photonic microscopy equipment, at the end of the session the user should move the objective turret down as far as possible (inverted microscopes). The user must clean the lens of the oil objectives used with optical paper (Kimtech paper) soaked in 90° alcohol.

Each user is responsible for leaving the device in a clean state at the end of the session.

If the user is the last user of the day, the system must be turned off in its entirety according to the protocol indicated for each system.

4. Vigilance

The user commits to immediately report to engineers any dysfunction that they might have noticed or caused on the platform (malfunctioning of an equipment, IT problem...).

5. Hygiene and security

Users must provide all information about the samples regarding possible risks to both the staff and the equipment (pathogens, viruses, etc.). The platform reserves the right to refuse to carry out a project if the samples present risks.

The transport of L2 samples, between laboratories located on other sites and the platform, is subject to regulations and requires approved, **labelled triple packaging with the name of the sender and their telephone number**. We can provide you with this regulation and the contact details of approved packaging suppliers.

Rules for entering and leaving the level 2 laboratory (L2):

Users must leave their coats outside, enter the airlock, wash their hands and put on a lab coat (disposable for visitors, personal for INFINity members). In the laboratory, they must follow the cleaning instructions before using the equipment. On leaving the laboratory, biological waste must be disposed of in a septibox, gloves and gowns removed and hands washed before leaving the airlock.

6. Data storage

For Infinity users, automatic data backup is performed every night on a server accessible by the user using a login and password specific to each team.

For non-Infinity users, there is no automatic data backup.

It is the responsibility of each user to erase the data present on the acquisition PCs, as the technical platform cannot guarantee the confidentiality of the data present on these PCs. Users will be notified one week in advance when the PCs or the storage server will be cleaned.

Data are under user's responsibility. The platform is not responsible of the data storage and conservation.

7. Fees

The current price list is validated each year by a steering committee.

Team leaders commit to pay sessions corresponding to the users affiliated to their team.

8. Publications

Users undertake to mention the core facility either:

- in the acknowledgements:

Imaging experiments were performed at the Infinity-INSERM UMR1291 core facility connected to Toulouse Réseau Imagerie network, member of the France-BioImaging national infrastructure supported by the French National Research Agency (ANR-10-INBS-04). We thank Sophie Allart and/or Simon Lachambre and/or Lhorane Lobjois for the help with [microscope],[analysis]...

- as an co-author depending on their implication in the project.

Every publication done with the use of the platform must be communicated to the responsible of the platform.

Personal in charge of the platform can block access to the platform in case of non-respect of the previous rules written in this document.

After reading this document, the user and the scientific coordinator of the project undertake to respect the internal rules of the Infinity cellular imaging platform.

Toulouse, the

Scientific coordinator signature

User signature