

User Regulations of the Jena Biophotonic and Imaging Laboratory (JBIL)

The JBIL is a joint initiative of the Leibniz Institute of Photonic Technology (Leibniz-IPHT), the Jena University Hospital (JUH), in particular the Center for Sepsis Control and Care (CSCC), and the Friedrich Schiller University (FSU) Jena. It offers national and international scientists expert-supported access to multimodal spectrometric and spectroscopic techniques for the analysis of cells and tissue. Further details and available techniques can be found in the internet at <http://www.bil-jena.de>.

User Groups

The equipment of the JBIL is open to national and international scientists. The JBIL provides support at different levels:

1. JBIL service allows users to send samples that are measured by the JBIL staff.
2. For smaller projects and projects related to the research topic of the workgroups housing the JBIL equipment, users can measure their samples under the supervision and in cooperation with the JBIL staff.
3. For extensive measurement requirements, advanced users may measure their samples independently after a general instruction by the JBIL staff.

Preliminary Counselling

Before assigning any measurement time, new users are required to discuss their project with a JBIL Executive Committee member (see <http://www.bil-jena.de>) or scientist to clarify their requirements. In this preliminary discussion the type and extensiveness of measurement should be clarified and the appropriate instruments will be evaluated. Further topics of the preliminary talk include the type of data processing which is required by the user and user fees. For each project, a JBIL staff member (i.e. a scientist or technician who is responsible for the respective instrument) will then be assigned as project manager and will serve as contact person for the user.

Assignment of Measuring Time / Priorities

Measuring times can be arranged with the responsible JBIL project manager (see above). Advanced users may also get access to an online booking system after they have been instructed to the instruments. Users are requested to keep their appointments. If any instrument reservation needs to be cancelled or rescheduled this must be done immediately after occurrence of the cancellation reason. In this case the previous and the next user as well as the responsible JBIL project manager must be informed by phone or email.

In case of limited measuring time on one instrument, JBIL staff can limit the measuring times per week/day for each project. JBIL staff may also assign measuring time according to the relevance of the projects in analysing pathogens, tumour tissues and other medical issues. A certain percentage of measuring time is reserved for the groups that host the JBIL instruments and their collaborators.

Instructions

It is not allowed to use any equipment before being properly instructed and trained by a JBIL staff member. All new users must attend instrument training by the JBIL staff; users are not permitted to train fellow group members/students without prior agreement from the JBIL staff. When instruments and/or laboratory space within the S1 or S2 areas are used, users have to participate to the relevant safety instructions before access is granted to these areas. Some instruments (e.g. Raman spectrometers and confocal microscopes) also require the attendance of a laser safety instruction.

User support

Technical support for the JBIL instruments is available during the office hours from Monday-Friday from 8:00 am to 4:00 pm.

Only authorised staff is allowed to change instrument configuration (e.g. exchange filters, objectives etc.). Users requiring a certain configuration must contact the JBIL staff in advance.

User Liabilities

The users and their institutions are liable for damages verifiably caused by improper use of the instruments. When damage is caused by negligent handling of the users, the cost of repair will be charged to these users/their institutions. The JBIL staff may exclude users from further handling the instruments in justified cases.

In case of any malfunction or problems that prevent the normal operation or prompt service, users are requested to report them to the JBIL staff immediately and document all relevant information. Users are not allowed to attempt to repair the instruments on their own.

Fees

The JBIL will demand fees for using the equipment to cover costs for maintenance and repairs. The actual fees for the available instruments in accordance with the DFG guidelines are provided in a separate document. Workgroups housing JBIL instruments are liberated from fees.

Biological Safety

Several instruments of the JBIL are housed in an S2 area according to the degree of biological safety and genetic engineering. If users intend to handle samples classified as S1 or S2, the project details must be reported to the JBIL project manager in advance. This is also required for any new/additional project performed by users who have already access to the S2 facilities. The JBIL also offers standard laboratory S2 facilities like sterile hoods, incubators and centrifuges for sample preparation. Users are required to work carefully in accordance to the S2 safety regulations and especially ensure that no fellow workers are harmed by inappropriate sample handling.

When instruments outside the S2 laboratory area are used, users have to declare and ensure that their samples are non-hazardous and do not require any laboratory with specific safety requirements.

In case of working with human material and animal handling, a certificate of permission has to be provided (ethical committee of the responsible institution, approved animal protection proposal). The legal ethical and animal protection rules must be followed strictly.

Data Management

Users are responsible for the storage and backup of their original data in accordance to the rules of good scientific practice. The JBIL does not provide any long term storage option for original data; data will be regularly deleted from the instrumental computers. Data analysis requiring specialised software can be done using JBIL computers and is supported by the JBIL staff.

Publications

When data that were acquired using JBIL instruments are used in publications, the JBIL has to be put into the acknowledgment and a pdf-copy of the final version has to be sent to the responsible JBIL staff member. In case JBIL staff was involved in extensive experimental planning or data analysis, the respective staff member should be included as co-author of the publication.

Disclaimer

The liability of JBIL staff members is determined by the legal regulation. Any liability to external users is limited to damages by purpose or culpable negligence, as long as they do not concern damages on life, health and body. The JBIL does not resume any warranty for experimental material or results.

This user order takes effect on 18th March 2019.