

User Instructions of Electron Microscopy Center

Reservation System

Location:

Electron Microscopy Center (EM center), Rm 0459, 4F, The First Medical Science Building (Region B)

Office Hours:

Monday to Friday, 9:00 AM-5:00 PM

Practical Operation and Certification:

The user who operates the equipment should be accompanied by managers at the first time. If users who are skillful with operation procedures, can utilize machines by themselves after obtaining a permit from managers.

Application for Reservation:

All users are required to apply for private accounts in the Reservation System. To log into the certification account at the first time, the principal investigator (PI) will receive an email with a link for activation. After the activation, users can start using the reservation services.

Reservation:

1. On-line booking begins at 9:00 AM on Monday for the next week time slots. The confirmation of the reservations will be posted by 10:00 AM each day during weekdays. The maximum time of the reservation is 8 hours for each PI a week, and the shortest reservation interval is 1 hour. The lunch hours (12:00-13:00 PM) are available, if users are licensed to operate machines independently.
2. The instruments are available for reservation from 9:00 AM to 5:00 PM on weekdays, and this does not apply for holidays. For non-working hours, the user needs to be licensed for using machines independently after being supervised during operation by the managers for 5 times without violations.
3. The users are unable to make on-line reservations and cancel a verified reservation on the same day except there are vacancies of reservation which can be arranged with managers through phone calls or a personal visit to the center.

4. If the users have to change their reservations, please inform the manager one day in advance. In addition, if the reservation is not canceled on the same day for the reservation, the users must still pay half the amount of fee for the reservation. Except for exceptional causes.

5. The following have been deemed to be inappropriate for users. They will receive a warning for not able to make on-line reservations for one month:

- a. Unlicensed users are not allowed to use the machines without supervision.
- b. Lending a personal account to other users.
- c. Modifying the computer system or software is not permitted.
- d. Utilizing the equipment without permission of managers or without an on-line reservation.

6. If users who damage the equipment will immediately lose all the rights for using the equipment, the EM center reserves the right to claim for compensations for all losses from the PI of the laboratory, and the matter will be referred to the user committee.

Operation Etiquette:

1. If you need to observe samples from infectious pathogens, please wear a cloth face covering, gloves and sanitize hands with 75% (w/v) alcohol before using the equipment. Furthermore, touching machines and computers directly wearing gloves is prohibited.

2. Operation should follow the manual and record the time and condition of the equipment on the user record book. Please inform the managers whenever abnormal condition of the machine appear during working hours, and if it is after working hours, please leave information on user record book. Don't try to fix or modify the machines by yourself.

3. Clean up the equipment after operation and remember to take personal belongings away.

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University for their technical assistance” in your publications. This applies to our collaborators from outside campus.

Notes:

One can use the student ID card or staff card to apply for the access control card to the EM center during non-working hours.

Managers:

Hwei-Chung Liu, Phone: 03-2118800-5065; E-mail: monica@mail.cgu.edu.tw

Ji-Lung Peng, Phone: 03-2118800-5065; E-mail: pon@mail.cgu.edu.tw

Wan-Zhen He, Phone: 03-2118800-5065; E-mail: D000014932@cgu.edu.tw