CONFOCAL MICROSCOPY UNIT REGULATION

The objective of this regulation is to ensure the rational and optimal use of the Confocal Microscopy Unit by ensuring the joint responsibility of all the users in the use and conservation of this space and the shared equipment. The acquisition of the equipment and its maintenance involves a significant effort on the part of SJD Barcelona Children’s Hospital. Therefore, users are obliged to follow this regulation, bearing in mind the rules of use and consideration for others.

1. The user

The “user” is understood as any physical person who uses the services provided by the Confocal Microscopy Unit (under the self-service system or otherwise), whether they belong to the SJD Barcelona Children’s Hospital group (internal user) or to another public or private entity (external user).

The “principal user” is understood as the person or organisation who requests the services of the Confocal Microscopy Unit and authorises and assumes the cost arising from the provision of services. The authorised user is the physical person authorised by the principal user to request services.

2. User registration

Any individual who requests a service for the first time, whether a principal or authorised user, internal or external, and under the self-service system or with support, will be required to register as a user. For this purpose, they must complete the corresponding user registration request form (depending on their status), which will be provided by the unit. Authorised user registration requests must also be signed by the principal user.

All user registration requests imply acceptance of that established in current legislation.

All users shall inform the Head of the Confocal Microscopy Unit of any changes to their details.

3. The self-service and non-self-service (with technical or scientific support) systems

Services in which authorised users personally use the services and facilities of the unit are considered part of the self-service system. When all or a significant part of the service falls to the unit staff, this is considered to be the non-self-service system.

4. Use of equipment

- Before using the equipment for the first time or for a new experiment, the user must have an interview with the Head of the unit in order to obtain the relevant information. The technical staff should confirm that the equipment is suitable for the user’s experiment and inform them of the conditions of use for its proper operation.

- The user is responsible for appropriately handling the reagents and other material used, and undertakes to use the equipment correctly, according to the instructions received from the unit’s technician.

- The user must inform the technician responsible for the equipment of any incident that arises during the use of the equipment.
- The user must respect and comply with the personal protection and safety measures established by the unit.

- The user is not entitled to grant authorisation for the use of the equipment to third parties.

- It is prohibited to remove bibliographic material, reagents, accessories and/or any part of the equipment and instruments from the unit without the express authorisation of the Head of unit.

- The user may not handle the microscopes beyond the extent necessary for their experiment. Under no circumstances may the user disrupt the normal operation of the equipment, whether due to curiosity, doubts as to how it operates, or to try to repair it if it has broken down.

- If lenses, filters or accessories other than those normally used on the microscope are required, these must be requested in advance.

- In experiments involving samples with biological risk, the Head of the unit must be informed and authorisation must be obtained from the Anatomical Pathology Department.

- The user is responsible for always leaving the work area clean and tidy once the session has ended. The use of immersion oil is not allowed, nor the use of paper to clean the lens, other than that provided by the unit.

- Each user is responsible for saving the images generated during their sessions.

5. User’s liability for damage

The principal user will be responsible for any damage suffered by themselves or by authorised users, as well as damage which may be caused to the equipment, other installations or third parties as a result of improper use of the equipment or due to a lack of awareness of the risks associated with the reagents or work material. In the event of damage caused to the facilities or equipment, the repair costs will be borne by the principal user.

6. Hours of service

The equipment in the Confocal Microscopy Unit is available from Monday to Friday, from 8.30 a.m. to 4.30 p.m.

7. Reservations

- One-hour reservation slots for the use of the equipment in the Confocal Microscopy Unit must be requested on the webpage https://www.sjdhospitalbarcelona.org/en/confocal-microscopy or by sending an e-mail to: mroldanm@sjdhospitalbarcelona.org.

- When there is high demand for the equipment, it may be reserved for a maximum of 4 hours per day per person and a maximum of 12 hours per week per person.

- Reservations may be made up to one month in advance.

- If an overnight time-lapse is required, an afternoon slot must be reserved (3 p.m. - 4.30 p.m. at the earliest) on the day the experiment begins.
8. Cancellation of the session
- Reservations should be cancelled with at least 24 hours’ notice by informing the Head of unit. In the event that the user does not show up after 30 minutes into the reserved hour and without having previously cancelled, they will be billed for 50% of the rate corresponding to the reserved equipment.
- The unit is not responsible for unforeseen circumstances such as urgent technical maintenance, breakdowns or power cuts.

9. Users that request the provision of a service from a distance
- Once the request is accepted, the Head of the unit will contact the requesting party to agree the delivery of the samples to be analysed. The user must provide the information necessary for the proper processing of the sample. The user is responsible for ensuring suitable pre-treatment and handling of the samples, and for ensuring they are properly identified before being delivered to the unit.
- The Confocal Microscopy Unit will be responsible for safeguarding the samples for the duration of the work requested.
- Once the results of the analyses are delivered, the Confocal Microscopy Unit will be responsible for the storage of the samples for up to a maximum of 3 months. After 3 months from delivery of the results, the unit will destroy the samples, provided their return has not been requested.

10. Billing
- Costs arising from the provision of services under either system (self-service or otherwise) will be assumed by the principal user, both for services requested personally and for requests from authorised users.
- The Confocal Microscopy Unit will issue an invoice for the services provided, along with the payment commitment document to be signed by the user (document available in the unit) and the quote, which will give a breakdown of the services provided.
- Invoices should be paid via bank transfer to the account number stated on the invoice. The payment must be made within a maximum of 30 days from the date the corresponding invoice is issued.

11. Confidentiality
- In accordance with the provisions of Organic Law 15/1999 of 13 December on personal data protection, and pursuant to the Spanish National Declaration on Scientific Integrity (*Declaración Nacional sobre Integridad Científica*), the Confocal Microscopy Unit undertakes not to reveal or disclose any information on the services provided or the results obtained, nor any personal data that has been submitted by the users for the performance of the services requested.
- Furthermore, users undertake to maintain the confidentiality of all personal data relating to employees, other users and third parties, of which they have knowledge due to their relationship with the Confocal Microscopy Unit.
12. Publications and acknowledgements

- In all publications derived from the use of the unit’s tools and equipment, the equipment and location must be mentioned in the Acknowledgements or Material and Methods section. Users are asked to submit a copy of the publications produced to the unit for statistical purposes.

- In all collaborations (whether or not they are related to funded projects) where the unit has contributed at the scientific or technical level, this significant contribution must be reflected in the authorship of the publications and presentations at conferences and other scientific or informative events. It is understood that the unit has contributed at the scientific or technical level if it has been involved in one or several of the following tasks:

  a) Participation in the study design.
  b) Preparation of the samples and/or the capture of the images and their processing.
  c) Interpretation of results.
  d) Active participation in the drafting of the article and revision of the text, images and tables.