

## **Microscopy and Imaging Facility New User Procedures**

To become a registered user of the Microscopy and Imaging Facility within the Carl R. Woese Institute for Genomic Biology, you must complete steps 1 through 3 below before you can be trained on the instruments.

### **1. Computer Account**

In order to get keys or complete the Safety Exam, you need an IGB computer account. This account will enable you to store your data on the IGB server. Please go to Room 131 IGB (Concourse level of the Gatehouse) to establish an account.

### **2. Safety Training/Exam**

Please complete the following safety training:

- **Division of Research Safety (DRS) Online General Laboratory Safety Training** <https://www.drs.illinois.edu/Training?section=GeneralLabSafety#GeneralLaboratorySafetyTraining>
- **Division of Research Safety (DRS) Understanding Biosafety Training** <https://www.drs.illinois.edu/Training?section=BiologicalSafety#understandingBiosafety>
- **IGB Research Safety Training and Quiz** <http://www.igb.illinois.edu/safety/igb-hosted-training>

Upon completing the DRS safety trainings, print the certificates for later when you complete Step 5 and save a pdf copy to your computer.

### **3. Training Request Form**

To set up a training appointment, please visit our website and fill out the training request form.

<http://www.igb.illinois.edu/core/training-request>.

### **4. Training**

Once all of these steps have been completed, you will be able to meet with one of the Core Facilities Staff for your training session.

### **5. Access to the Core Facilities**

After training is complete, take your training certificate to room 138 to have your core account activated and then to room 1601, along with the IGB Entry Request form and printed copy of DRS Safety Training Certificates and IGB Safety Training Certificate, to let them know that you have completed training and need access to the Core Facilities. There will be an \$8.50 nonrefundable fee for activation of your IGB prox card. You will get a receipt for prox card access. You can find the entry request form on the IGB website. If you need a key to access one of the instruments, there will be a \$20 refundable key deposit. Payment can be in the form of cash, check (payable to the University of Illinois), credit or debit; American Express, Discover, MasterCard or Visa.

### **6. Prox Card (If you already have a prox card, please disregard this step)**

To receive access to the Core Facilities, you will need to go to the University I-Card Center (Illini Union Bookstore, First Floor, 809 South Wright Street, Urbana; Monday - Friday, 9:00 a.m. - 5:00 p.m., (217) 244-0135, [idcenter@uiuc.edu](mailto:idcenter@uiuc.edu)). Bring the receipt from the IGB receptionist and tell them that you are part of the IGB. They will issue you a special I-Card (Prox card). This card will enable you to enter the Core Facilities at the IGB. Bring the I-card back to the IGB receptionist so that she can activate your card.

### **7. Other**

We strongly suggest that you use the instruments during the day when facility staff is present until you feel comfortable with the instrument and do not need additional help for several visits. If you have not used an instrument for several months, it would be helpful to ask a staff member about retraining before you start using the instrument again. It is much easier to maintain the instruments when the Microscopy and Imaging Facility staff is aware of how the instruments are performing at all times. Please feel free to ask questions and let us know if the instrument is not performing as you expect or if there is something wrong in the lab.

**PLEASE NOTE:** If the behavior of a single user is unnecessarily endangering the equipment, or interfering with the ability of other users to conduct research after hours, further access will be denied.

If you have any questions, please contact:

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