

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**
<https://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.

<https://www.igb.illinois.edu/corefacilities/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. The IGB Entry Request form can be found on the IGB website, <https://www.igb.illinois.edu/>, under "IGB Resources". There will be an \$8.50 nonrefundable fee for your IGB prox card. You will get a receipt for prox card access. 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. CFOAP accounts are not accepted for payment or deposit. Prox card access and key(s) will NOT be issued without payment or deposit.

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

To receive access to the IGB and Core Facilities, you will need to go to the University I-Card Center (Illini Union Bookstore, First Floor, 809 South Wright Street – 1st Floor, Urbana; Monday - Friday, 9:00 a.m. - 5:00 p.m., (217) 244-0135, idcenter@uiuc.edu). Extended hours at the start of each semester; call for details. Bring the receipt from the IGB receptionist and current University I-Card and tell them that you are part of the IGB. If you do not have or never have been issued a University I-Card, you must present a government-issued photo ID such as a passport or driver's license. They will take a new picture and issue you a special I-Card (Prox card). This card has a five-digit code on the back, in the upper left hand corner. Bring the I-card back to the IGB receptionist so that she can activate your card. Once activated, you will have access to the IGB building and the Core Facilities. Please allow 24-48 hours for your new card to be entered in the system.

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: **Joyce Koeberlein**, joyce2@illinois.edu, 217-244-0340