

BIOLOGICAL IMAGING DEVELOPMENT COLAB



Mission Statement

- The BIDC is an interdisciplinary center that aims to assemble, test, and apply emerging light microscopy techniques and technologies.
- The BIDC works to provide both standard and custom light microscopy and data analysis solutions to the UCSF community.
- The BIDC strives to provide the lowest barrier of entry to access state of the art imaging and data analysis techniques.

Access Policy

- PIs must read, understand, and sign this policy statement before access to the BIDC will be granted to lab members. **In particular, new users are to fully understand the 'next year' payment schedule.**
- All members of the UCSF scientific community are eligible to use BIDC equipment.
- New users must meet with a BIDC member to establish project requirements, expectations, and training needs in advance of access.
- The BIDC encourages proof of principle or 'pilot' type experiments and data studies that require the use of the highly specialized instruments residing in the BIDC. These are 'free' to start but if they are successful, users should anticipate 'next year' payment to keep the resource available.
- BIDC business hours are approximately 9 am to 6 pm Monday to Friday, but there is no guarantee BIDC personnel will be in the office at any particular moment.
- After-hours and weekend access for independent users is allowed though subject to instrument availability and established user proficiency.
- New users and those that require ongoing assistance of BIDC members should schedule their work during BIDC business hours.
- Most instruments in the BIDC come from specific sources such as a consortium of owners or a departmental / center donation. Access to these instruments may therefore be rationed accordingly. Some instruments are only available by special arrangement. In addition, various departments and centers have contributed towards the cost of BIDC operations and members of these entities will generally be given privileged access if instruments are over-reserved.

Billing Policy

- The BIDC is funded on an annual fiscal year billing cycle.
- PIs/Labs accumulate 'shares' in an instrument through its use within the fiscal year.
- Shares from all PIs/Labs sum to 100% funding of the instrument for the upcoming fiscal year.
- Shares from PIs/Labs are divided by 12 to typically be paid out as monthly salary support for BIDC members for the upcoming fiscal year.
- Each PI's/Lab's share guarantees rights to that instrument up to that share percentage in the upcoming fiscal year.
- PIs/Labs may choose to increase their share for the upcoming fiscal year if they determine they want greater access to an instrument. Other shares will be decreased accordingly at the approval of the BIDC and any pertinent 'owners'.
- PIs/Labs cannot choose to lower their share for the upcoming fiscal year since their share essentially reflects what they owe for previous year's access and are responsible for the payment of any resource use.
- New PIs/Labs typically use the current fiscal year to establish their instrument share for the upcoming fiscal year.
- The BIDC does not charge anything additional for training sessions as each training session should be custom in its length and depth for each user. This resource comes as a result of our sharing policy with very limited support from campus funds.
- The BIDC does not charge anything additional for help sessions as all forms of questions should be encouraged.
- Up to 10% time of each instrument can be reserved by the BIDC for pilot experiments, trainings, and new users.
- Historical prices are no guarantee of future prices. Any price per hour estimate provided by a BIDC member should be treated only as an estimate and is no guarantee of the price that will be charged. Share prices fluctuate based upon overall actual instrument usage, but we almost always find our prices to be significantly lower than any other institutions' prices, provided those institutions prices do not reflect substantial subsidies.

Collaboration Policy

- BIDC personnel encourage and welcome collaborations.
- Entering collaboration is appropriate when BIDC members provide project support beyond typical instrument training.
- Working with BIDC personnel to develop imaging or data analysis techniques and protocols are typical example of collaborations.
- In most cases, collaborations require financial support equivalent to the amount of time devoted to the collaboration. The effort is determined in a case-by-case basis.
- Collaboration should be acknowledged with authorship. At a minimum, use of the BIDC resource needs to be acknowledged in the Acknowledgement section of submitted manuscripts.

Data Analysis Assistance Policy

- Routine assistance on the analysis stations is built into the overall price of the analysis stations.
- Training on software programs (1 to 2 hour sessions) is built into the overall price of the analysis stations.
- Custom data analysis solutions, including but not limited to custom software development, analysis pipeline development, and extensive consulting, will be considered a collaborative effort.
- A collaborative effort with BIDC members includes salary support equivalent to the amount of time devoted to the collaboration. It is typical to consider image analysis collaboration when deciding authorship for publications.

Training Policy

- All users must be fully trained by a BIDC member prior to using any BIDC systems.
- Training is specific to each instrument and must be conducted prior to first use.
- Users can not train other users on any of the BIDC equipment. If a user has prior experience with a certain piece of equipment, training may be truncated, but access can only be granted by a BIDC member.
- Only after completion of instrument training will calendar access be granted.

User Responsibility Policy

- Users must follow all BIDC and institutional rules and safety regulations. Any animal use requires IACUC approval under the PIs protocol, including listing of relevant rooms. The BIDC must be given a copy of the BUA and SOP before starting experiments in BIDC space.
- Users are responsible for the correct operation and care of the instruments they are using as indicated within users guides, during training sessions, or verbally communicated by BIDC members.
- Users are responsible for shut-down (i.e. following any required checklist) of instruments and the clean-up (i.e. slides, specimens, peripheral equipment, and other tools must be removed, cleaned, or thrown away) of utilized BIDC spaces.
- Users are responsible for reporting any missing items or relaying empty supplies to BIDC members.
- Users are responsible for reporting breakages, system failures, etc. to BIDC members in a timely fashion.
- Users are responsible for repair or service costs arising from negligent or inappropriate use.
- PIs assume responsibility for their staff, fellows, and students using the center.
- Failure to follow policies outlined within, may result in loss of access to equipment and computers.

Scheduling Policy

- All bookings must be made through the BIDC calendars currently available on iLab.
- Unscheduled use will be considered a violation of the BIDC use policy.

- Cancellations can typically be made up to 4 hours before the start of the scheduled time.
- Usage priority is typically first come, first served. While rare, some experiments may take priority due to extenuating circumstances.
- The BIDC may establish usage limits on some instruments to ensure fair access for all users.

Computer & Data Storage Policy

- The BIDC is not responsible for long-term data storage. Any data older than two weeks can and will be removed from the drives without notice. Please take your data with you at the end of your experiment. Time should be factored into your reservation for data transfer.
- Do not install software on BIDC computers without the expressed consent of the BIDC.
- Please do not personalize, or otherwise alter, the configuration of BIDC computers as this can have unintended consequences across users.
- For the analysis stations, do not transfer your data to the C:\ drive (or desktop) as this will slow down the computer. Please use the data drives available. Data drives are not storage drives and data can and will be deleted without notice.
- Custom analysis plugins, scripts, or code can be saved to a personal folder in the D:\ drive assuming the overall memory requirements are small. Please let BIDC members know you are requesting small files be kept on the computer for analysis purposes. Do note that drives fail and data can be lost so back up all important files elsewhere.

Instrument Continuity Policy

- Instruments may become temporarily unavailable due to maintenance, repair, or service.
- The BIDC strives to be ahead or abreast of the imaging community's needs. If a particular instrument falls out of favor, it may be removed and replaced with a different modality.
- Demo instruments have limited availability.
- As new instruments come online, users may have the opportunity to "buy-in" on major ownership shares to guarantee access to the instrument.

Collaboration and Acknowledgement Policy

- BIDC members work hard to ensure users are collecting the best data possible from their samples. The BIDC and any major supporting grants must be acknowledged in all publications resulting from work conducted in the center.
- Original and/or enabling contributions of BIDC members should be acknowledged with co-authorship where appropriate. Ordinary training and assistance with an instrument would not normally merit co-authorship.

Other

- Variations from the policies above may occur at the discretion of the Director and/or the Steering Committee.

I accept these policies for my lab and guarantee to cover expenses incurred during use of BIDC instruments and facilities.

PI Signature

Date

Chartstring*

* Chartstring can be changed to other funding source(s) at time of billing.