

Monash Micro Imaging Research Facility

SCHOOL OF BIOMEDICAL SCIENCES, BUILDING 13C,
MONASH UNIVERSITY, WELLINGTON ROAD, CLAYTON, VIC 3800, AUSTRALIA
Electronic: microscopy@med.monash.edu.au; <http://www.microimaging.monash.org>

Conditions of Usage for MMI Facilities

Monash Micro Imaging (MMI) is a microscopy research support facility, providing research tools and expertise for researchers and students. Support is provided primarily for the community at Monash University, but similar support can be provided for affiliated institutions after prior arrangement with the Director of MMI. This agreement is to be signed by principle supervisors, lecturers, scientists, and researchers to cover themselves and/or those in their laboratories who require access to MMI facilities. It outlines the terms under which we provide instrumentation, research support and services, and our expectations of participating users. It will be necessary from time to time to update this agreement in order to accommodate policies as they evolve.

Training

Training is conducted by MMI staff or MMI-certified people, via individual or group training. Training is offered at two levels.

[I] All users are required to be certified instrument operators prior to independent work on any instrumentation. This may be done by individual or group training, with user records of the training kept onsite to certify completion of safety and operator training for that particular instrument. ***People who have not undertaken such training may not operate instrumentation.***

[II] More advanced training (including background instrument and application theory, and practical work) is generally provided by coursework and workshops. This level generally provides more detailed training and will facilitate the development of students and staff into independent researchers, taking full responsibility for their own work.

Supervision

MMI staff will supervise students to ensure a basic level of appropriate instrument operation, specimen preparation and basic analysis, in line with establishing good laboratory practice. If, in the opinion of MMI staff, the student or user requires additional supervision, such as experimental design, planning and analysis, then we expect that MMI supervising staff would be acting in a supervisory role, contribute to Intellectual Property and be a co-author on any resulting publications. We are happy to discuss these issues on a case-by-case basis to avoid confusion.

Access: Booking, Usage and After hours Access

Booking of major instrumentation shall be accomplished via the Calcium web based system on the MMI website, and further instructions about booking are provided on the website. Bookings not cancelled 24hrs prior to the requested times, will be billed unless there are mitigating circumstances. Users must leave equipment and laboratories in a clean, neat, stable and operable condition. Any instrument failures are to be noted in the appropriate logbooks located next to the instrument and the relevant MMI staff notified. After hours access may be provided to Monash staff and students upon satisfactory completion of their training.

Instrument Damage and Negligence

All instrument access is provided subject to training of users. Only MMI staff or approved trainers are allowed to conduct instrument training. Instrument operation by unauthorised or untrained persons is not permitted. Should there be clear and traceable evidence of instrument abuse and damage, the supervisor will be liable for part of or all of the repair.

Digital Image Handling and Analysis

Digital images introduce the possibility of inappropriate processing and analysis. This is a complex issue, and can only be dealt with by proper training, supervision or collaboration. Before embarking on any analyses, we advise that you

- (i) participate in the appropriate training workshop, or
- (ii) consult with a Staff member.

We have adopted the following guidelines on image processing and digital imaging, based on the Microscopy Society of America, Resolution published 2004:

"Ethical digital imaging requires that the original uncompressed image file be stored on archival media (e.g., CD-R) without any image manipulation or processing operation. All parameters of the production and acquisition of this file, as well as any subsequent processing steps, must be documented and reported to ensure reproducibility. Generally, acceptable (non-reportable) imaging operations include gamma correction, histogram stretching, and brightness and contrast adjustments. All other operations (such as Unsharp-Masking, Gaussian Blur, etc.) must be directly identified by the author as part of the experimental methodology. However, for diffraction data or any other image data that is used for subsequent quantification, all imaging operations must be reported."

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Storage and archiving of samples and data

Users are responsible for handling and storing their own data. Data is **NOT** to be stored on local hard drives. These drives will be cleaned regularly and without warning. Digital data may not be stored for longer than 1 month on computer workstations, and is kept on the server only as a back-up and for convenience. However, MMI is able to provide users with data storage services providing prior arrangements are made.

All other research material such as samples, solutions and data (film negatives, prints) are the property of the researcher and are to be stored in accordance with the Conduct for the Responsible Practice of Research (Monash Research Framework, paragraph 2.9.1) based on NHMRC/AVCC Statement and Guidelines for Research Practice (1997). This means that **all materials should be stored for at least 5 years, and in the case of clinical trials, 15 years**. Materials included are embedded samples, photographic plates and negatives, and digital images (note that for the latter this means the original, unprocessed image).

Please note that MMI is not a storage facility. We provide storage for samples and experiments that are 'in progress'. This storage is 'short term', ie limited to 1 month.

Acknowledgements, Co-authorship and Publications

Where MMI contributes towards your research, we suggest that an appropriate level of recognition (i.e. acknowledgement or co-authorship) is provided in publications and presentations. The basic rule is that if a staff member contributes in any substantial way with advice, planning, or analysis, then he or she is entitled to be a co-author (if his or her material is being used). The staff member in this case also has a responsibility for the publication as a whole, and should be able to defend any techniques or analyses performed. Advice given during an initial meeting or meetings does not constitute co-authorship, but it may merit a line of acknowledgement in publications.

As a matter of courtesy and for future planning, we would appreciate it if you could acknowledge MMI for the usage of any MMI instrumentation and/or advice received. [The fact that the user contributes to some of the costs of the equipment and running of the Facility has no impact of decisions of co-authorship or acknowledgement].

We further request that final versions of publications to which MMI has collaborated, supported, or contributed by provision of instrumentation, are provided for our records and are lodged with the Research Office via the appropriate procedures.

MMI reserves the right to refuse admission to individuals or laboratories if any of the policies outlined above are consistently transgressed.

Section to be completed by head, supervisor or chief investigator. Please return this completed form to the MMI office after making a copy for your own records.

I have read the above policies and comments and agree with the stipulations

Signature: _____

Name (please print): _____

Date: _____

Institute & Address: _____