



**SuRF@Little France**  
**<http://surf.ed.ac.uk/>**  
**QMRI (E1.27, E1.48-50 & C1.35) & SCRM**  
**Facility User Guidelines**

This agreement covers Biomolecular Core (C1.35), Histology (E1.27 & SCRM) and Immunodetection & Imaging (E1.48-50).

Shared University Research Facilities (SuRF@Little France) provide a large range of expert biomedical research services. We have a shared ethos of providing research support throughout the University and beyond. Our mission is to provide excellence in technical support, academic guidance and technical troubleshooting. We offer access to a very wide range of equipment platforms as well as expert support.

The facilities outlined above work on a full cost recovery basis, therefore an hourly charge is levied for equipment use. This ensures that we can maintain state-of-the-art equipment in best working order, enhance our equipment infrastructure and continuously adapt to changing customer requirements.

**Contacts:**

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*Histology Service Manager:* Melanie McMillan: tel; 242-9150  
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**These guidelines are in place to guarantee optimal use of the above facilities.**

**1. Location:**

1st floor of the Queens Medical Research Institute (QMRI) and Scottish Centre Regenerative Medicine (SCRM). The Biomolecular Core Facility is located in QMRI C1.35; Histology in QMRI E1.27 & SCRM, Immunodetection and Imaging in QMRI E1.48-50.

**2. Management:**

Day-to-day management and operation of the facilities is the responsibility of the respective facility managers: Biomolecular Core, Pamela Brown; Histology, Mel



McMillan; & Immunodetection and Imaging, Mike Millar.

### 3. Access:

All users must have an account with SuRF@Little France and need approval from their respective supervisor/PI. An account request form must be completed and submitted via the following link <http://surf.ed.ac.uk/account-request>. Agreement and acknowledgement of these facility user guidelines will also be a requirement.

Access to the facility for inexperienced/untrained users is from 9am to 5pm Monday to Friday, experienced/trained users can access the facility at all times. Out-of-hour's access and University rules will apply to working before 0800 and after 1800, Mon- Fri and after 1300 on Saturday and all Public Holidays as per University policy.

### 4. Training:

Training on the set up of the equipment can be arranged as required. Please contact the facility manager to arrange a training session. Booking an equipment slot then sending the facility manager/trainer a calendar invite using your e-mail client best facilitates this.

### 5. Booking:

**Booking equipment prior to use is compulsory, this includes out of hours and weekends - failure to do so will incur a fine.**

Account holders must book equipment online using the SuRF@Little France Equipment Reservation System <http://system.crh.ed.ac.uk/booking/day.php>

NB - When booking the Bio-Plex 200HTS please inform a member of Biomolecular Core Staff **by email in advance** to ensure the machine is set up for you.

Cancellation: If you cannot attend a booked session you can cancel the booking if it is more than 30 min prior to the booking through the on-line booking system, but please email the lab lists [Lab-lfcrescent@mlist.is.ed.ac.uk](mailto:Lab-lfcrescent@mlist.is.ed.ac.uk) that the machine is now free so that other users can be offered the time. If the booking is within 30 min of starting, please contact the respective manager to cancel the booking.

### 6. Charging and Payment

The facility costs money to operate and therefore an hourly charge is levied. The appropriate charges are due for every booked hour, independent of whether the system has actually been used.

**Payment is required no later than 6 months from the time of use and MUST be cleared within the current financial year or access will be rescinded.**

### 7. Sample storage:

Any material not collected from Histology or Immunodetection & Imaging will be



disposed of after 3 months.

### **8. Data transfer and storage:**

Users are responsible for the storage and archiving of their data and no responsibility is taken by the Facility at any stage.

These are multi-user facilities; the computers are purely for data acquisition and are not to be used for data storage, the facility staff or other individuals will not be responsible for the loss of data stored on core equipment PC's.

**Data left on the hard drives will be deleted without giving prior notice.**

### **9. Acknowledgement of support:**

If you have used the facilities for producing results for publication, please acknowledge their use.

### **10. Health and Safety:**

All users are responsible for the health and safety of their experiments and are expected to have completed a Risk Assessment and/or COSHH form where this is applicable for all samples brought into any of the facilities for analysis.

### **11. General User Guidelines**

**No food or drink to be consumed within SuRF laboratories or equipment rooms**

Before starting your session:

- Ensure that the equipment is undamaged and clean.

During your session:

- Equipment failure, software errors or any other problems should be brought to the attention of a member of the appropriate facility.

After each session:

- Remove your data!
- Please LOG OFF all computers.
- Remove oil from microscope lenses and general work area.
- Ensure that lasers are turned off at the end of the day. If you are the last user and you cancel your booking, please inform the user before you that they now have the responsibility to turn the laser off. If someone is using the equipment after you the lasers may be left on, but please ensure that they turn up, especially after hours and at weekends.



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**Pamela Brown**  
(*Biomolecular Core Manager*)

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**Linda Ferguson**  
(*Biomolecular Core Senior Technician*)

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**Mike Millar**  
(*Immunodetection and Histological Imaging Manager*)

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**Melanie McMillan**  
(*Histology Service Manager*)