



ALMU Access Policy

- Training is mandatory and must be provided by ALMU staff prior to using the instrument. New users should contact the head of the unit to receive access and information on how to use the unit. Alternatively, they could create an account on Agendo, following the instructions on <https://my.agendo.science/files/userguide.pdf>, and request training by submitting the request form “ALMU training and/or image analysis request” on Agendo. Based on the information given in the form, ALMU will evaluate the project and determine if a project discussion is required prior to training. Although we try to accommodate asap, please contact us at least 2 weeks before the training is required to avoid disappointment.
- Following a successful training the user is granted instrument booking privileges. Instruments can only be used by the user making the booking on the online booking system Agendo. If a user is accompanied by a visitor, the visitor should not operate the system and should not be left alone at the instrument. Only a maximum of two people are allowed at any instrument.
- Bookings are limited to up to 4 hours between 8 am - 7 pm per day, no more than 3 days per working week. There are no restrictions for booking outside these hours. Exceptions to these rules may be arranged in consultation with ALMU staff. Live-cell systems; no more than 3 overnight bookings per week.
- All issues or technical problems must be reported immediately to almu@core.crg.eu If a system fails the user will not be charged.
- The sample must be removed from the instrument and the instrument must be left in a clean and tidy state. Equally, image data should be removed asap and never left on the microscope or analysis computers. Many instruments cannot be used if local storage is full. In such situations ALMU staff will wipe all local data without notice.
- If a user has not used an instrument for > 6 months they must consult an ALMU staff member to decide if a refresher training session is required.

Agendo booking privileges will automatically default back to no booking and user will receive a notification from Agendo support.

- The instruments must not be modified or adapted in any way without the express permission and assistance from ALMU staff.
- All work must be covered by a risk assessment. It is the user's responsibility to ensure their work is fully covered. This includes compliance with Human Tissues according to the Spanish Royal Decree 664/1997 12th May. Users must report to ALMU staff if their project has changed to what has been specified in their initial project description, especially if the new project involves samples with viruses or of Human origin. Failure to do so may result in suspension of access privileges.
- Before submitting your manuscript, please discuss with the head of the unit whether all technical aspects are properly described in the microscopy section of your Materials and Methods.
- All publications using data acquired at ALMU should acknowledge the unit and any staff who have specifically contributed to the research project. If staff have made a substantial contribution it will be appropriate to include them as co-authors.
- We also kindly request that you remember to acknowledge use of ALMU in your presentations and cite ALMU in grants, as appropriate.
- These guidelines could be found at:
<https://www.crg.eu/en/programmes-groups/advanced-light-microscopy-unit#services-equipment>

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