

Arthur (PUR) and Kriebel (PUL) Herbaria Core Facility

Microscope User Policy

Policy Statement and Authorization Form

The policy detailed below is meant to maintain the integrity of microscopy equipment in the Purdue University Herbaria Core Facility.

Requests for use of the microscopes in the Herbaria Core Facility should be addressed to the Director of the Herbaria (herbaria@purdue.edu), Department of Botany and Plant Pathology, Purdue University, 915 Mitch Daniels Boulevard, West Lafayette, IN 47905, U.S.A.

Please read this policy statement, complete the agreement outlined below, and send a copy with your request.

1. Before microscope use, users must obtain training from Herbaria Core Facility staff. Appointments can be scheduled by contacting staff via email (herbaria@purdue.edu) or phone (765-494-4623).
2. Once trained, users will be granted access to the microscopy scheduling calendars. Users should schedule only the time needed for their investigations and be considerate of the needs of other users. If substantial time is needed for observations, please discuss this with staff prior to examinations. Abuse of the scheduling system (e.g., scheduling multiple full days, canceling scheduled sessions with less than 24 hours' notice, or other misuses determined by Herbaria staff) may lead to permission restrictions.
3. At the beginning and end of a microscopy session, users should enter the following into the Herbaria Core Facility equipment log books: their name, their principal investigator or lab group and department, the date of observations, time in and out of the session, total time of session, and any notes (equipment problems, reason for investigation, etc.).
4. During training or the user's first session, Herbaria staff will assist in storing microscopy images. Images may be temporarily stored on Herbaria computers. Long-term storage on Herbaria computers is not permitted. If images are not removed from Herbaria computers one month after being generated, they will be deleted.
5. Copies of images generated from Purdue University Herbaria collections must be submitted to the Herbaria staff for retention. File names or associated documents should clearly indicate the collection accession number, the subject of the image, and the viewing conditions (e.g., magnification, illumination, etc.).

6. Users must keep the Herbaria Core Facility clean and orderly. No food or drink is allowed on microscopy tables. Common-use equipment (slides, hand tools, etc.) must be cleaned and returned to their appropriate location after use. User-supplied waste (slides, well-plates, utensils, etc.), must be removed with the user or cleaned in the appropriate Herbaria area. Sharps must be disposed of in appropriate labeled containers. Notify staff immediately if glassware is broken or liquids (cultures, stains, etc.) are spilled.

7. After-hours access to the Herbaria Core Facility will be determined on a case-by-case basis. If approved, a faculty member user must be present to supervise microscope use by subordinates. The pass code to the Herbaria Core Facility will only be shared with Purdue faculty members. Sharing of the pass code with unapproved users and/or subordinates will lead to permission restrictions.

8. Users must affirm that they will acknowledge the Herbaria, specifically worded as the "Purdue University Herbaria Core Facility" in resulting publications. Users affirm that a copy of the publication will be sent to Herbaria staff (herbaria@purdue.edu).

If you agree to microscope use under the above conditions, please sign a copy of this form and return it and your use request to the Director of the Herbarium (herbaria@purdue.edu), Department of Botany and Plant Pathology, Purdue University, 915 Mitch Daniels Boulevard, West Lafayette, IN 47905, U.S.A.

Printed Name of Institution: _____

Printed Name of Principal Investigator: _____

Printed Name of Researcher: _____

Researcher Email or Other Contact Information: _____

Researcher Signature: _____ Date: _____

Please describe the materials examined (species, cell type, etc.) and nature of project (morphology, disease monitoring, etc.)
