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GENERAL INFORMATION AND GUIDELINES

BME Core Facilities



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BME Core Facilities

1. Introduction

1.1. The Biointerface Technologies (BIT) and Micro and Nano Imaging (MNI) core facilities of the Biomedical Engineering Department at BU are cost sharing instrumentation facilities used for teaching as well as research. The core space include rooms B06, B07, B08, 517, 623 and 708 at 44 Cummington Mall. This document describes how to gain access to the core spaces, electronically schedule time on the instruments and work safely in the facilities.

2. Requirements

- 2.1. All users must have a Boston University or Gmail email account.
- 2.2. All users must provide proof of completion of the General Lab Safety, Chemical Safety, BSL 1&2 online safety training.
- 2.3. For the confocal system, users must provide proof of completion of the Laser Safety Training.
- 2.4. All users must fill out the new user registration form ([see below](#)).
- 2.5. Users who wish to use the facility must be trained by BIT or MNI personnel to safely operate the instruments.

3. Use of Hazardous Materials

- 3.1. All work involve rDNA, bacteria, animal cells and tissues (including human cells and tissues) and biological toxins must have an up-to-date IBC protocol on file.
- 3.2. All hazardous materials must be transported to and from the core facility in a spill proof, shatter proof secondary container. **PIs must include the relevant BME core facility room number(s) in the RESEARCH LABORATORY FACILITY INFORMATION on the IBS protocol.**
- 3.3. When handling hazardous materials in the core facility, users must follow their individual lab safety protocols, wear lab coats, goggles and gloves.
- 3.4. Instruments used to analyze biological samples (BSL1 and BSL2) must be surface decontaminated with 70% ethanol, all liquid waste must be treated with 10% bleach final concentration for 30 minutes before flushing down the drain, all contaminated solid waste must be disposed of in the biohazard waste container, all pathological waste must be transported back to the originating lab for appropriate disposal.

4. COVID Related policies

- 4.1. Users are required to wear face masks at all times. Users may choose to wear gloves, but gloves must be sanitized using a sanitizing solution prior to touching/operating the instrument.
- 4.2. Users must reserve an instrument before use. Each reservation must be 30 minutes or longer and must have a 30 minute idle time between reservations.
- 4.3. Surfaces such as keyboard, mouse, knobs and buttons must be sprayed and wiped



down BY THE USER with a sanitizing solution BEFORE AND AFTER use.

- 4.4. All users must practice social distancing protocols. The responsibility is on the users to separate themselves 6 feet or use a physical barrier such as the laser curtains in the MNI facility to isolate themselves from other users.
- 4.5. If there is a designated travel path through the facility, users must follow this path to enter and exit the facility.
- 4.6. Before exiting the facility, users must take off their gloves and use the sink next to the exit to wash their hands with soap for 20 seconds.

5. Registration and Accessing the Facility and Instruments

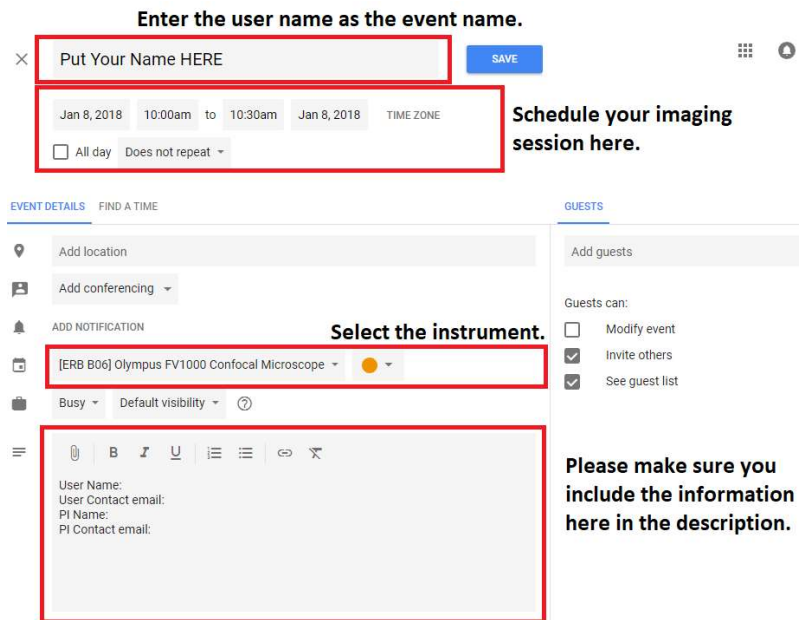
- 5.1. Access to core facilities will only be granted after registering with the Biomedical Engineering Department. To register, please use the online form [here](#) and log in using your BU Kerberos ID and password.

For new users, you will be asked for the following information:

- 5.1.1. Contact Information
- 5.1.2. BU ID Number
- 5.1.3. Billing Contact and Account Information (non BME users only)
- 5.1.4. Safety Training Summary (PDF from BioRAFT)
- 5.1.5. Principle Investigator Contact Information

For renewals, you will be asked to also provide information regarding your past publications using data acquired from instruments in the core facilities. Please have a list of publications citations prepared, which shows that you have acknowledged the BIT and MNI facility and the grant used to purchase the instrument. We reserve the right not to renew your access based on this information.

- 5.2. When all the appropriate documentation is completed, users may schedule training on the desired instrument. To request training, please email xing@bu.edu for BIT instrument and mnibme@bu.edu for MNI instrument.
- 5.3. Once training is completed, an invitation to the google calendar for the requested instrument will be sent to the user. Invitations will only be sent to users with BU email accounts or Gmail accounts. Once the user has access to the instrument's calendar, they may schedule time on the instrument.
- 5.4. All scheduling activities are automatically documented via an email to the BIT and MNI management. **DO NOT MAKE RESERVATIONS FOR OTHER USERS.** The individual who made the reservation is responsible for the instrument during the reservation.
- 5.5. When scheduling, please follow the specific format below. Failure to comply will result in the suspension of access privileges.



The screenshot shows the Google Calendar Scheduler Form interface. At the top, it prompts the user to "Enter the user name as the event name." Below this is a text input field containing "Put Your Name HERE" and a "SAVE" button. The next section is for scheduling, with fields for date and time: "Jan 8, 2018 10:00am to 10:30am Jan 8, 2018 TIME ZONE". There are also checkboxes for "All day" and "Does not repeat". To the right of this section, text reads "Schedule your imaging session here." Below the scheduling section are tabs for "EVENT DETAILS" and "FIND A TIME", and "GUESTS". Under "EVENT DETAILS", there are fields for "Add location", "Add conferencing", "ADD NOTIFICATION", and "Select the instrument." The instrument dropdown is set to "[ERB B06] Olympus FV1000 Confocal Microscope". There are also options for "Busy" and "Default visibility". Below these is a rich text editor with a toolbar and a description area containing fields for "User Name:", "User Contact email:", "PI Name:", and "PI Contact email:". To the right of the "GUESTS" section, there is an "Add guests" field and a "Guests can:" section with checkboxes for "Modify event", "Invite others", and "See guest list". At the bottom right, text reads "Please make sure you include the information here in the description."

Figure 1. Screenshot of Google Calendar Scheduler Form.

6. Reporting Damage to Equipment or Abuse

- 6.1. Prior to starting the scheduled instrument session, perform a pre-usage system checks to ensure the instrument is functioning properly. If the instrument is damaged or inoperable, inform the management immediately.
 - 6.1.1. If the instrument is damaged due to misuse **AND** is not reported, we will investigate the matter. Anyone found accountable for the damage will be charge a 200% surcharge for any repair and loss of use costs incurred to the instrument.
- 6.2. Please report any unscheduled instrument usage. We rely on the honor system when we grant access to the instruments. If this trust is being violated, please let us know.
- 6.3. All users must ensure the area surrounding the instrument is clean after use and ensure instrument is turned off properly. Please report any issues prior to using the instrument.

7. Revoked Access

- 7.1. Users may have their access rights suspended for the following reasons
 - 7.1.1. Any user found operating an instrument which they have not received training
 - 7.1.2. Any user found operating an instrument in an unsafe manner
 - 7.1.3. Any user found not cleaning and tidying up the instrument and surrounding area after use
 - 7.1.4. Any user found giving access to unregistered users
 - 7.1.5. Any user found maliciously tampering or modifying the equipment schedule
 - 7.1.6. An overdue balance
- 7.2. If a users' access privilege has been revoked, the principle investigator affiliated with the user may appeal this decision by sending an email to Matt Barber at meb@bu.edu.



8. Notes and Disclaimer

- 8.1. Once an instrument session has started, the instrument user is responsible for the instrument.
- 8.2. As a courtesy to other facility users, please cancel any reserved session at least 24 hours prior to the start of the reservation. Excessive cancellations is considered misuse and will be handled on a case-by-case basis.
- 8.3. Management has the right to amend and modify the facility access agreement at any time.