

General rules at our GIGA Platform



Prior to be trained on an instrument and to use the online reservation system, each user must be included into the XENIA database via the GIGA administration (+5 of B34).

RULES

- 1 XENIA
- 2 TRAINING
- 3 BOOKING

The user should make sure to mention his e-mail address and his office phone number in the XENIA database.

INSTRUMENTS

Instruments can be categorized into two types:

- "Open access" equipment that can be reserved and operated by all trained users.
- "Logistician-managed" equipment that cannot be reserved by users and can only be operated by the platform staff.

Anyone wishing to use an "Open access" instrument must contact the platform staff who, after having examined their project, will direct them to the appropriate equipment and will schedule the training.

Anyone who needs "Logistician-managed" equipment must request it from the platform staff.



ALWAYS KEEP IN MIND :

You are the only one responsible for your data

Never use the platform's computers as a back-up for your data !



Out of respect for the platform staff and other users: **BE ON TIME !**

RESERVATION

Only people trained in the use of an instrument will be able to make a reservation on the GIGA intranet.

Prior the reservation, the user must inform the platform manager if the samples have not been fixed and if they are potentially contaminated.

Each instrument has specific reservation rules, the staff will inform you of these rules during your training.

The reservation must always be made under the name of the person who will use the instrument. Reservations made for third parties will be penalized.

The time slot booked should only cover the actual time the instrument is used.

A cancellation or delay must be entered into the reservation system as soon as possible and in any case before the reservation starts.

Up to 8 hours after the reservation you can adjust the time actually used on the reservation system, which will determine what will be charged.

TYPICAL DAY

Next to each instrument is a paper standard operating procedure (SOP). Please do not take it with you ... it can be downloaded from the platform's website or from the desktop of the computer controlling the equipment.

The first user of the day turns the instrument *ON* and the last user turns it *OFF* according to the SOP. Any user who leaves equipment *ON* all night or all weekend will be charged for the hours of non-use.

If a user cancels a reservation that was the last one of the day, he/she must notify a member of the platform staff or the previous user so that he/she can turn *OFF* the equipment before leaving.

At the end of the timeslot, the cleaning of the instrument must be ensured (ex: the immersion objectives) according to the instructions given during the training and in the SOP.



In case of a technical problem, the platform staff must be notified.

Do not try to solve it yourself

INTEGRITY

COMPUTERS

The structure of the computer files cannot be modified in any way; no software can be installed or uninstalled.

It is forbidden to connect a USB key or an external hard drive to the computers.

The generated data must be saved on the mass storage or must be sent via a transfer links provided by Uliège.

SETTINGS

Under no circumstances may the user change the basic settings of the equipment without prior approval from the platform staff. If allowed, the basic setting must be restored at the end of the time slot (ex: optical configuration of a FACS, replacement of an objective on a microscope, installation of a plate reader...).

EQUIPMENTS

It is forbidden to write on the instruments or the benches. Any samples, slides or paper left on site at the end of the timeslot will be thrown away.