1. User Name: ________________________________
2. PI Name: ________________________________
3. Contact phone number and email ID: ________________________________
4. Type of sample & Imaging:  FIXED  or  LIVE
5. Has the sample been visualized in fluorescence microscope?  [Y]  [N]
6. Have you used an anti-fade reagent?  [Y]  [N]
7. Fluorochromes used: ________________________________
8. Excitation wavelength: ___________ Emission wavelength: ___________
9. Objectives required: ________________________________
10. Quantitative/Qualitative Assay: ________________________________
11. Select the microscope for your usage:
    A. Confocal Zeiss 510 Meta  (Rs. 250(slot))  
    B. Confocal Leica TCS SP5  (Rs. 250(slot))  
    C. Confocal Zeiss LSM880 (Airyscan)  (Rs. 500(slot))  
    D. Epi-fluorescence Leica DMI6000B  (Rs. 100(slot))  
    E. Epi-fluorescence Olympus DSU  (Rs. 100(slot))  
    F. Confocal Leica TCS SP8 (Hyvolution)  (Rs. 500(slot))  
12. Date of Booking (Available from Monday to Fridays, except holidays): ________________
13. Time slot:  
    9:00 AM - 10:30 AM  10:30 AM - 12:00 PM  12:00 PM - 1:30 PM  
    1:30 PM - 3:00 PM  3:00 PM - 4:30 PM  4:30 PM - 6:00 PM  
15. Write to us at confocalisc@gmail.com/ bioimaging.bio@iisc.ac.in or call us at 08022933506

Student Signature: ________________________________  Grant No: ________________________________  
PI Signature: ________________________________  

Name of the Facility Operator: ________________________________  (Office use only)

Time started: ________________________________  Time ended: ________________________________  
Remarks: ________________________________  Total Amount: ________________________________
NOTES AND GUIDELINES FOR USING THE BIOIMAGING FACILITY

1) **Booking/Charge sheet** is a must for reserving microscope time slot. Incomplete forms will NOT be processed. Kindly confirm the slot booking request by the end of the day.

2) **Grant debit head** should be mentioned along with PI signature.

3) **Slot time** is fixed for 1.5 hr and the cost structure of the usage is mentioned overleaf.

4) **Advance booking** up to 2 weeks ahead is permitted. If the slot requested is beyond 2 weeks, it will not be processed and would require a fresh requisition.

5) **Maximum number of slots** allotted/week per person (or lab) is 2 for fixed samples and 3 for live imaging, per microscope.

6) **Cancellation** of a reserved slot has to be intimated at least a day in advance through mail. Entries should be made by users in a cancellation log book and collect the booking/charge sheet form back from the facility. Frequent cancellation from a user is not acceptable and users with 3 successive cancellations will be not be allocated further slots in the next 15 days.

7) **Slot usage** will be chargeable if not cancelled and if a user is 15 min late (without prior notice), the slot will be cancelled automatically. This slot will then be available for walk in or to any urgent requests that have been made earlier.

8) **Urgent booking** will be entertained. Inform the facility with the booking/Charge sheet.

9) **LOG BOOK** must be signed by all users both before and after use with the time window of imaging.

10) **Web calendar** will be available to all users/ students for slots


    Entries in the Calendar can be made by the facility upon submission of the Booking/Charge sheet.

11) **Sample preparation**

    a. The sample slide and the coverslip should be clean. The operator can insist and assist in cleaning the sample.

    b. Seal the coverslip with colorless nail paint or fluoromount (BD Bioscience). Ensure that nail paint is dried; otherwise it will spoil the objective lens.

    c. For live imaging users are requested to get all the necessary items needed. The facility will not able to provide them any reagents/ items.

    d. Contaminated slides will not be imaged on any system. In case of any undue requests from the user, the remarks column will note the same.

12) **Data** will be given on CD /DVD/ formatted USB drives only. Transfer of files via internet is not allowed.

13) In case of any concerns or comments, please email deepak@mrdg.iisc.ernet.in or subba@mcbl.iisc.ernet.in.