# Confocal User Authorisation

This document indicates I have been trained on to use the confocal microscopes listed below and that I have been taught the proper safety precautions and local rules which must be obeyed when operating these systems. A summary of local rules:

* All users must have a risk assessment covering their use of the microscope. There is an example risk assessment in the imaging section of the departmental website.
* The objectives, filters and light sources must only be disconnected, replaced or removed by the person responsible for the microscope, the departmental imaging officer or trained engineers.
* If any of the protective covers on the microscope are missing or loose the microscope must not be used and a responsible person should be informed.
* No user should ever attempt to bypass any safety features, e.g. light path interlocks, UV eye guards etc.
* Nothing in the light path (e.g. slides, objectives and filters) should be changed whilst the lasers are scanning.
* Objectives must only be cleaned with lens tissue, but must be cleaned every time a slide or objective is changed.
* Light sources must only be turned on when they have been turned off for over 30 minutes. Check that they are cool to the touch.
* Faults or consumable shortages should be reported promptly to the person responsible for the microscope.
* Charges are based on the time booked, bookings can only be cancelled in advance, but are automatically transferred or created based on who is using the microscope. Bills will be issued quarterly, and the hourly charge is set annually. Further details are available in the imaging section of the departmental website.

**I understand and agree to the above and recognise that a failure to follow these procedures will result in a loss of user privileges.**

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| Microscope | Signature of PI | Signature of user | User ID |
| Inverted  Leica SP8 |  |  |  |
| Charge at time of training | | Signature of trainer | Date |
| Day  Night | £24 per booked hour  £12 per booked hour |  |  |
| Microscope | Signature of PI | Signature of user | User ID |
| Upright Nikon C1si |  |  |  |
| Charge at time of training | | Signature of trainer | Date |
| Day  Night | £13.00 per booked hour  £6.50 per booked hour |  |  |