



CAMiLoD Commandments

CAMiLoD is a shared core facility that incorporates Microscopy labs (Rooms 417, 419, 521), Micro-CT (Room 421), part of the Cell Culture Lab (one BSC in Room 408; for externals only) and the Histology lab (Room 526). It is accessible by both Internal (Dentistry) and External users (UofT/other institutions).

1. **Training:** All new users must be **trained by the staff of the CAMiLoD core facility**. Before gaining access to the facility's equipment, contact camilod@utoronto.ca to arrange a training. Under no circumstances will users be permitted to train other users.
2. **Biosafety:** CAMiLoD is a Biosafety level 2 facility and has restricted access for appropriately trained personnel. All Biosafety policies must always be strictly followed. In case of an emergency, please ensure your own personal safety first. If possible, shut down the system and calmly exit the building.
3. **X-ray safety:** All Micro-CT users must abide by the University of Toronto's X-Ray safety program and complete X-ray safety training (EHS741/745 or acceptable equivalent). They must then be added to the Bozec Lab Radiation Permit before gaining access to the Micro-CT facility.
4. **Conduct:** Users are expected to leave their workplace clean and wipe it down with disinfectant wipes after use. Any encounters with a dirty workplace must be reported immediately to the facility managers. Users are also responsible for promptly reporting any other issues to facility coordinators, especially dirty/damaged objectives, to avoid unnecessary repair charges. Users accessing CAMiLoD facilities outside of normal operating hours are responsible for conducting their work safely and in accordance with all applicable University of Toronto, Faculty of Dentistry, and CAMiLoD policies, procedures, including [UofT's EHS guidelines for working alone in the lab](#). Once approved, 24/7 access for UofT internals will be granted only to designated room(s). All areas in the open lab space, including freezer room and cell culture lab, will be monitored and CAMiLoD and the Faculty of Dentistry reserve the right to suspend or revoke after-hours access privileges at any time for safety concerns, equipment misuse, or non-compliance with facility policies.
5. **General Booking:** Reservations can be made up to 3 weeks in advance of instrument use and for a minimum time slot of 30 minutes (15 minutes for mechanical testing), even if less time should be required. Maximum reservation times are limited for instruments that are in high demand.
6. **Booking of high-demand instruments** - Advanced: AFM and confocal microscopes.
 - a. During regular facility operating (peak) hours, Monday - Friday, 8 am - 6 pm, reservations are limited to one time slot of up to 4 hours per user per day per instrument.
 - b. Off-peak hours, weekdays before 8 am and after 6 pm, on weekends, and on holidays, approved users with 24/7 facility access may sign up for periods longer than 4 hours per instrument per day.
 - c. For confocal microscopes only:
 - i. **Each user** is limited to reservations of a maximum of 12 hours per week per instrument, including off-peak hours.
 - ii. **Each laboratory** is limited to reservations of a maximum of 16 hours per week per instrument, during peak hours. No limit during off-peak hours.
 - d. For AFM NanoWizard 4 only:
 - i. **Each laboratory** is limited to reservations of a maximum of 8 hours per week per instrument, during peak hours, and 8 hours per week per instrument, during off-peak hours, for reservations made up to 3 weeks in advance.
 - e. For experiments that require uninterrupted imaging exceeding the time limits above, please contact the facility coordinators at camilod@utoronto.ca for approval. Any unapproved reservations in disagreement with the rules will be deleted without notice.



7. **Booking transfer:** Individual user bookings are not transferable even within the same lab. Users cannot work under a different user's booking.
8. **Cancellation policy:** Changes to reservations can be made up to 24 hours prior without charges. For late cancellations, laboratories will be charged the applicable user fees unless another authorized user can be found to use the time slot. Tweet [@CAMiLoD_Toronto](#) to reach all users quickly.
9. **Tissue culture:** Users external to Dentistry who request access to cell culture must list specific details of the tissue sample (species, cell line/primary, any treatment such as lentiviral transfection) on their '[User agreement](#)'. Once the user's Biosafety training and Biosafety permit for the lab have been verified by EHS, they will be approved for temporary access to a Class II Biosafety cabinet in room 408 (Microzone) and/or an incubator in room 417. All tissue preparation will be done by users in accordance with the Biosafety permit approved for their lab by their respective institution.
10. **Histology and Mechanical Testing Lab:** In room 526, users have access to a Class II lab work area equipped with a chemical fume-hood designated for tissue processing and staining, incubators for paraffin infiltration, an embedding station, four microtomes, a cryostat, two slow-speed saws, as well as a grinder and polisher. This lab also has two mechanical testers and a micro-hardness tester.
All shipping costs and duties incurred while transferring the samples to and from the facility will be the responsibility of the user.
All sample details, including species (mouse/rat/human/other, to be specified), tissue type (soft/hard, e.g. bone, teeth) and any treatment (radiation/chemical/biological), brought into the facility for independent processing or for full service, must be reported on the '[User agreement](#)' and on the '[Histopathology Requisition form](#)'. Only designated facility staff with appropriate Biosafety training and medical surveillance certification will handle **unfixed human tissues** for cryo-, paraffin-, or plastic-processing. Independent users handling unfixed human tissue will be given access after EHS verifies the user's Biosafety training and medical clearance.
11. **User fees:** Please follow the scheme listed on [camilod.ca/training](#) and outlined in the MOU. Any fees associated with obtaining FOB access will be charged in addition.
12. **Intellectual property:** CAMiLoD kindly asks to be acknowledged on all publications and presentations showing data generated with CAMiLoD equipment/service with the following phrase (include all that apply): *"We acknowledge the Collaborative Advanced Microscopy Laboratories of Dentistry (CAMiLoD) and the Faculty of Dentistry, University of Toronto, Toronto, ON, Canada for service, training and expert advice received with histology, mechanical testing and/or microscopy imaging."*
13. **Data storage:**
 - a. Image data should be transferred to CAMiLoD server space during or immediately after acquisition, and no files should be stored on the acquisition workstations.
 - b. Data transfer must be done via internal network; DO NOT use USB flash drives or personal hard drives on acquisition workstations. Please contact facility coordinators for details.
 - c. Storage of user data on the CAMiLoD server must be limited to a maximum of 5 days. Please be advised that all data older than one week could be deleted without notice.

Facility Director:

Dr. Boris Hinz

Direct all queries to:

camilod@utoronto.ca

Facility Coordinators/Advisors:

General – Dhaarmini Rajshankar

AFM/Micro-CT – Dr. Laurent Bozec, Dr. Karina Carneiro

SEM and Mechanical Testing – Dr. Jian Wang

Histology – Dr. Aiman Ali