



CAMiLoD – Ten Commandments:

1. Training: All new users must be **trained by facility staff** (contact camilod@utoronto.ca to arrange training) before gaining access to the microscope facility. Users are not permitted to train other users.
2. Biosafety: CAMiLoD is a Biosafety level 2 facility and has restricted access for accordingly trained personnel. All Biosafety policies must always be strictly followed. In case of emergency, please ensure your own personal safety first. If possible, shut down system and exit the building calmly.
3. Conduct: Users are expected to leave their workplace clean and wiped with disinfectant wipes after use. Encounters of a dirty workplace must be reported immediately to the facility managers. Users are also responsible for reporting any other issues to facility coordinators promptly, especially dirty/damaged objectives, to avoid unnecessary repair charges.
4. General Booking: Reservations can be made up to 3 weeks in advance of instrument use and for a minimum time slot of 30 minutes, even if less time should be required. Maximum reservation times are limited for instruments that are high in demand.
5. Booking of high-demand instruments - Advanced: AFM and confocal microscopes:
 - a. During regular facility operating hours, Monday - Friday, 8 am - 6 pm (i.e., peak hours), reservation is limited to one time slot of up to 4 hours per user per day per instrument.
 - b. Before 8 am and after 6 pm on weekdays, on weekends, and on holidays (i.e., off-peak hours), any user is free to sign up for longer periods than 4 hours per instrument per day.
 - c. For confocal microscopes only:
 - i. **Each user** is limited to reservations of maximum 12 hours per week per instrument, including off-peak hours.
 - ii. **Each laboratory** is limited to reservations of maximum 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 maximum 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.



6. Cancellation policy: Changes to reservations can be made up to 24 hours prior without incurring charges. In case of late cancellation, laboratories will be charged the applicable user fees, unless arrangements can be made for another authorized member to use the time slot. Tweet [@CamilodUser](#) to reach all users quickly.
7. Booking transfer: Individual user bookings are **not transferrable even within the same lab**, unless amended by the facility staff. Users cannot work under a different user's booking.
8. User fees: Please follow scheme listed on [camilod.ca/training](#) and outlined in the MOU. Any fees associated with obtaining FOB access will be charged in addition.
9. Intellectual property: CAMiLoD should be acknowledged on all publications and presentations showing data generated with CAMiLoD equipment: *"We acknowledge the Collaborative Advanced Microscopy Laboratories of Dentistry (CAMiLoD), Faculty of Dentistry, University of Toronto, Toronto, ON, Canada for training and expert advice on imaging equipment and/or analysis."*
10. Data storage:
 - a. On acquisition workstations storage must be limited to a maximum of one week. Please be advised all data older than a month could be deleted without notice.
 - b. Data transfer must be done via internal network; DO NOT use USB's or personal hard drives on acquisition workstations. Please contact facility coordinators for details.

Facility Director:

Boris Hinz

Direct all queries to:

camilod@utoronto.ca

Facility Coordinators:

General - Dhaarmini Rajshankar

Image Analysis - João Pedro Bronze de Firmino

AFM – Karina Carneiro, Denise Eymael

SEM – Nancy Valiquette, Jian Wang