

Rules of use of the DTX880 and PARADIGM plate readers

1. The plate readers are under the care of M.Sc. Kamil Kobylecki and Dr. Roman Szczesny of the Laboratory of RNA Biology and Functional Genomics (level -1). Contact information:
 - a. KK: kamil.kobylecki@gmail.com phone: 592-20-27 room 034A
 - b. RS: rszczesny@ibb.waw.pl phone: 592-30-23, 592-30-27 rooms 023 and 027
2. Knowledge of the following rules, confirmed by signing the appropriate log book, is a prerequisite to using the devices.
3. Before using the devices on their own each user will receive basic instructions from KK or RS; contact KK first. Instruction manuals, along with listing of the available filters (DTX880) and cartridges (PARADIGM) can be found in the INSTRUCTIONS folder on the desktop of the computers running both devices.
4. For any user to use the devices their supervisor must agree to reimburse the repair/service costs that arise from **improper use** as well as to participate in **exploitation costs** of a device if their subordinates account for more than 25% of total device use (frequency) over the last 12 months, including the month, in which the need for repair or exchange of parts arises.
5. Each user will sign in in the USERS file located on the desktop of the appropriate computer. All following fields must be filled out: full name, laboratory/department, contact phone (work), email address, full name and email of supervisor. No abbreviations will be used.
6. Each use of a device will be logged in the appropriate log book. Any user who fails to log their use three times will be **banned** from using both devices for five years.
7. The devices can be reserved using the calendars next to them. Any user who finds a device running somebody else's measurement during the time they had reserved themselves may abort the measurement **without warning**. Reservation is highly recommended as it allows limiting the on/off cycles of the lamp, which improves its lifetime (see point 9).
8. Should a user decide not to use a device that they made a reservation for, the reservation must be canceled. If a user does not begin using a device more than 45 minutes after the beginning of his reservation, the device may be used by another user.
9. After finishing a measurement the device and its computer must be turned off. **ATTENTION! If the next planned measurement is to take place within 2 hours, the reader and the computer should be left running.** If the next measurement is to be run by another user (consult the calendar), make sure that the next user still intends to use the device. Should contacting the next user be impossible, KK or RS will be informed that the device was left running. If KK and RS are absent from the Institute that day, the device must be turned off or the user must check, or have another person check, that the device is turned off later by the next user.
10. Any errors noticed in the devices or their computers will be noted in the log book and KK or RS will be notified; contact KK first.
11. No changes in configuration, especially of filters and cartridges, are allowed without the permission of KK or RS. After finishing work the device must be returned to the default settings. Should the configuration changes be necessary for a longer time, leaving them requires the permission of KK or RS and the fact that the settings are changed must be noted in the log book along with the planned time of returning to the default settings.
12. No software may be installed on the computers running the devices without the express permission of RS.

13. Each protocol created by a user in the acquisition software must have a short description of what it can be used for, e.g. ATP concentration measurement by luminescence in the *Notes* section of protocol setup.

Protocol names will follow the template: {Full name of creator}_{technique code}_{wavelength (for absorbancy) or fluorochrome/reporter name (for fluorescence or luminescence measurement)}_{individual user comment}. Users will try to limit the number of created protocols and methods.

Technique codes:

ABS	absorbancy
LUM	luminescence
FRET	FRET
FIT	fluorescence intensity top
FIB	fluorescence intensity bottom
TRF	time-resolved fluorescence
TRFDual	time-resolved fluorescence dual

Sample protocol name: SzczesnyRoman_ABS_595_przykład

14. No changes will be saved in protocols of other users without their express permission. **CAUTION:** Since a method's settings can be modified by any user, it is recommended to proof-read the method before running it.

15. Data will be stored in the following locations:

- A. **Employees and students of the Laboratory of RNA Biology and Functional Genomics** will keep their data in their own directories (*Full name*) on drive Z. A directory will be created for each new member (contact Paweł Krawczyk). The data is saved on the Laboratory server and not on the computer running the plate reader. This is the same directory that contains data from the NanoDrop and other general utility computers in the Laboratory.
- B. **The remaining users** will store all their data in their own directory: *Moje dokumenty/Data/[full name of user]* (NO ABBREVIATIONS). The files will be stored locally and backup copies will be created on the server of the Laboratory of RNA Biology and Functional Genomics. Should a user not wish their data to be copied to the server, they will store it in a different directory: *Moje dokumenty/Data – only local/full name of user]* (NO ABBREVIATIONS).

16. Data can be transferred to another machine over the Internet (e.g. e-mail) or burned to CDs. USB Flash Drives or similar devices cannot be used (USB ports have been disabled).

17. If the data acquired with a device are published, the user will see that the following acknowledgement is included in the publication text: „Experiments were carried out with the use of CePT infrastructure financed by the European Union - the European Regional Development Fund (Innovative economy 2007-2013, Agreement POIG.02.02.00-14-024/08-00” in the appropriate language. The publication data (title, journal, year, volume, pages) will be sent to RS (rszczesny@ibb.waw.pl) in an email titled “Publication – microplate reader”.

18. The key to corridor -1C, where the plate readers are, can be accessed by employees and students of the Laboratory of RNA Biology and Functional Genomics as well as employees and graduate students of the Institute of Genetics and Biotechnology of the University of Warsaw. In justified cases, e.g. very frequent use or untypical working hours, key access can be extended to other users. Should the need arise, the user will inform KK or RS.

19. These rules of use have been approved by the Head of the Institute of Genetics and Biotechnology of the University of Warsaw, Prof. Paweł Golik.