

# Instrument-Specific Policies

## Leica Stellaris 8 Fluorescent Confocal Microscope

SciTECH STAFF LEAD: [ALYSSA TSUKADA \(alyssa.tsukada@wwu.edu\)](mailto:alyssa.tsukada@wwu.edu)

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### Safety Trainings

SciTech requires individuals to complete the Environmental Health and Safety (EH&S) Chemical and Laboratory Safety training through canvas. This canvas course can be found through WWU's EH&S training webpage, SciTech's New Users' webpage, or as prompted by FOM. Individuals must notify the appropriate staff member of their completion of the course. The course certification will need to be renewed annually.

### Training and Certification for Independent Use

Standard training for the FCM includes:

- General lab space and safety introduction
- Turning on the instrument and computer
- Selecting objective
- Prepping sample and focusing using the manual scope
- Dye selection
- Transmitted light channel
- Format optimization
- Laser and detector optimizing
- Image capture
- Navigator window
- Image tiling
- Z-stack acquisition
- 3D visualization
- Project saving and file export

Users must be explicitly trained to use any specialized modes of operation or special attachments before they can operate them independently. Please email the SciTech staff instrument lead to request additional training.

Specialized modes of operation that require additional training from the SciTech staff include, but are not limited to:

- Introduction to image processing tools
- Additional objectives of oil and/or water
- Live cell chamber

- Timelapse
- FLIM
- FRAP
- FCS

## Scheduling Instrument Time

Reservations can be made no more than 30 days and no less than 24 hours in advance.

Requests for training must be made two days in advance of the desired session time by emailing the instrument staff lead.

Individuals are restricted to a maximum of three sessions per week unless express permission has been granted by the instrument staff lead. Single reservations may not exceed four hours unless appropriate arrangements have been made with the instrument staff lead.

## Data transfer and storage

SciTech is presently working on establishing methods for centralized data sharing and long-term data storage. Individuals are expected to save their data to an external source such as a flash drive, SharePoint, or Google Drive. Data can be temporarily stored on the local E:drive of the FCM's workstation computer; however, due to limited space, any files older than a year may be deleted.