

WCIF fee-structure and booking for 2011

Usage Fees

For internal users, initially the fee-structure will be based on an opt-in or opt-out system. Groups can pay an up-front 'opt-in' membership fee and this will allow unlimited access to all the microscope systems. For internal users, this will be \$3500 for 2011.

Membership starts at the beginning of the calendar year. Membership starting after July will be \$2300. Users not paying the up front fees and external users will pay an hourly rate for each piece of equipment detailed below. Usage will be based on the reservation and other login times on the Imaging Facility network.

To keep administrative overheads to a minimum, invoices will be sent out every 6 months unless requested otherwise. After 6 months, 2/3 of usage fees may be offset against the internal membership fee.

Usage fees (per hour)

<i>Equipment</i>	<i>Internal</i>	<i>External</i>	<i>External – academic</i>
LSM510	\$35	\$75	\$53
P.A.L.M.	\$35	\$75	\$53
Axiovision with deconvolution	\$17	\$52	\$35
Axiovision with Timelapse	\$17	\$52	\$35
Leica with Stereology & Neurolucida	\$10	\$30	\$20
Off line processing	\$8	\$30	\$15

Training fees

New users. New users must be approved by WCIF (send an email to Frank, fvidic@uhnresearch.ca, and cc Elise, estanley@uhnresearch.ca) before any training. The reason is that we do not want a set of ‘trained’ but unknown users – this is just asking for problems. The request must identify a trainer who was trained by a previous WCIF manager. I usually approve such requests within a week if all details are provided.

All users must attend a minimum of one training session for that particular piece of equipment before working on the microscope. Users found to be using the equipment incorrectly may be required to attend further training. Training sessions are to be charged at the hourly rate for the equipment. It is strongly suggested that users with little previous fluorescence-microscopy experience attend a 2 hour “Basic Microscopy” course. This will facilitate subsequent tuition and may negate the need for extra training sessions on a particular piece of equipment. Users who tamper with the equipment or ‘borrow’ anything without permission may lose their WCIF privileges and the host lab will be responsible for repairs/replacement.

Restrictions on booking

In an effort to provide more reasonable and fair access to WCIF equipment by all members, a new booking policy became effective in July 2010.

The new booking policy is posted on the door of the WCIF Imaging Room on MP 13-319 as well as next to each workstation.

The new WCIF Booking Policy is as follows:

Please limit all bookings to a maximum of 3 consecutive hours per lab.

Leave a minimum of 3 hrs. between your labs' next booking.

(e.g. 9-12 & 3-5 is OK, 9-12 & 1-3 is NOT OK, 9-11 & 11-12 is OK). It is also NOT OK to book time for one individual and have a different person book time for that individual to continue (with the exception below).

- Your lab can book as much time as it wants on the same day or one day before use.

(e.g. It is Monday, you can book any time still available on Monday or Tuesday even if your lab already has the rest of the day booked.)

Cancellations

Users are free to edit their bookings up to 24 hours before the time of the booking. If you wish to cancel your booking after this cut-off, please inform me via email at: fvidic@uhnresearch.ca. I will then send out an email notifying the change to those WCIF users that have registered for this service. The slot can then be re-booked on a first-come first-served basis. If the email notification of a change in booking arrives prior to the booking slot, no fee will be charged. If a slot is booked for, say, 3 hours and soon after you start, it is apparent that the experiment has not worked, email fvidic@uhnresearch.ca and you will only be charged for the part of the hour used, i.e. if you email me within 30 minutes, you will be charged nothing; after 30 minutes you will be charged for 1 hour. Failure to notify me of a change in the booking will result in the full period being

charged. Many facilities automatically charge for no-shows or cancellations, regardless of the reason. Short-notice cancellations are considered 'revenue-lost'; something facilities operating on a self-funding basis cannot afford to do. However, we feel that such an inflexible system would unfairly punish researchers that have genuine reasons for not being able to attend or cut-short a booking. Please do not abuse this courtesy by booking equipment on the off-chance you may need it or we will have to adopt a more formal approach.