



Total no. of pages (excluding this page): 2

Title : **Booking of Microscopes Maintained by NOBIC - STANDARD OPERATING PROCEDURES**

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# **Booking of Microscopes Maintained by NOBIC - STANDARD OPERATING PROCEDURES**

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## **1. INTRODUCTION**

### **1.1 OBJECTIVE**

This Standard Operating Procedure (SOP) will provide information necessary for booking of microscopes maintained by NOBIC. Additional information is provided to encompass additional processing when needed.

### **1.2 SCOPE**

This Standard Operating Procedure (SOP) covers the procedures to book microscopes maintained by NOBIC in shared facilities and research laboratories at LKCMedicine.

### **1.3 RESPONSIBILITIES**

#### **Principal Investigator (PI), Laboratory Manager (LM) and/or Person-in-charge (PIC)**

The LM for NOBIC/PI is responsible for ensuring that this SOP (and other applicable NTU-wide and nation-wide guidelines, SOPs and regulations) are adopted in the shared facilities and/or research laboratories where the microscopes are installed.

#### **Laboratory personnel**

This SOP shall be practised by students, laboratory technologists, research assistants and research fellow upon receipt of training for the equipment. Laboratory personnel shall be responsible for booking the equipment prior to usage whenever a booking system is put in place. It is the responsibility of the users to follow the SOP as described and to inform the in PI/LM/PIC about any deviations or problems that may occur while performing the procedure.

## 2. PROCEDURES

1. Advance booking of microscopes maintained by NOBIC is done through PPMS booking system common to the whole SingaScope network. Advance booking of the equipment enables users to plan their experiments and secure access to a microscope at a particular time required by the timeline of their experiments.
2. Where usage tracking software is in place, users are allowed to use microscopes without advance booking; however, a user who has made an advance booking has always a priority and users without advance booking are required to immediately stop their work and leave the microscope if requested to do so by a user with advance booking in the booking system. The LM/PI may also request a user without advance booking to leave the microscope in well justified cases such as, but not limited to, conducting urgent maintenance of the equipment or the premises.
3. Where usage software is not available, all usage has to be captured in the booking system in the form of advance booking.
4. In some cases, especially for microscopes where typical usage sessions last a short time, LM/PI may decide to disable advance booking and the microscope is used on first-come-first-served basis.
5. Only competent users who have fulfilled all access requirements (such as but not limited to user training, safety training, holding a valid NEA N3 license or signing N3 waiver SOP) are allowed to book a microscope. The booking rights in the booking system are managed by LM/PI.
6. Advance booking is limited to 2 weeks from the date of booking. This limit can be removed for certain users and certain microscopes, where critical for the research project in question.
7. Advance booking of a user can be cancelled by the LM/PI in well-justified cases such as but not limited to urgent maintenance of the microscope or the premises. In such cases, users will not be charged for the booked time and LKCMedicine will not be held responsible for any losses incurred by the users in relation to the interruption of their experiments.