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TECHNOLOGICAL
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SINGAPORE

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MEDICINE

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

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

Version : Version 1.1

Date of Last Revision : 24th Mar 2025.

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Approved by : Prof. Peter Török

Issue Date : 24th Mar 2025

Next Review Date : 23rd Mar 2028

Booking of Microscopes Maintained by NOBIC - STANDARD OPERATING PROCEDURES

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; the list of the microscopes is in the Appendix.

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.

Annex 1 – List of microscopes maintained by NOBIC

#	Microscope	Asset Nr.	Location
1	2-photon microscope - Nemo	5201039736	EMB 07-07-01
2	2-photon microscope - Stuart	5201039315	CSB 12-02P-01
3	2-photon microscope FVMPE-RS	5201001825-0	CSB 10-02N-01
4	High Content Screening Microscope - IN Cell 2200	5201001910-0	EMB 07-07-01
5	High Content Screening Microscope - Operetta CLS	5201002882-0	CSB 11-02T-01
6	Inverted Confocal Airyscan Microscope-LSM800	5201002085-0	EMB 07-07-01
7	Inverted Fluorescence Live Cell closed-box M.-CD7	5201002953-0	EMB 07-07-01
8	Inverted Fluorescence Live Cell Microscope - AO7	5201002952-0	CSB 11-02T-01
9	Inverted Live Cell Confocal Microscope-LSM800 Airy	5201002951-0	CSB 11-02T-01
10	Lightsheet Microscope	5201001728-0	EMB 04-02Y, Zebrafish facility
11	Lightsheet Microscope with Cleared Specimen Option	5201003097	CSB 11-02P-01
12	Slide scanner	5201002503-0	CSB 11-02T-01
13	Stereo Microscope Axio Zoom V16	5201002920-0	EMB 04-02Y, Zebrafish facility
14	TiE inverted fluorescence microscope	5201001736	EMB 03-02Y
15	Upright confocal - Animal Research Facility	5201001704-0	CSB 19-03C-01, ARF
16	Upright Confocal Microscope-LSM800	5201002084-0	EMB 04-02Y, Zebrafish facility
17	Upright fluorescence microscope - Axio Imager M2	5201002921	EMB 04-02Y, Zebrafish facility
18	Upright Fluorescence Microscope - DM5500	5201001542	EMB 03-02Y