

The Waisman Center (WC) Cellular Imaging and Analysis (CIA) service is a multi-user core that provides instruments and services to the University of Wisconsin-Madison. All new projects must be approved by CIA staff prior to using the facility. We ask UW investigators to provide background information about the proposed project (p. 1) and indicate their intended use of the Core (p. 2). Finally, as the safety of Cellular Imaging and Analysis staff and users of the facility is of ultimate concern, we must determine if the project may be *safely* performed in our facility. This form must be completed, signed by the PI, and submitted for approval by the Core prior to starting any work.

Please return the completed form to CIA Manager, Karla Knobel cia@waisman.wisc.edu

This questionnaire is kept on file during the duration of the project.

PROJECT INFORMATION	
Date:	Please indicate if you a Waisman Center IDDRC Investigator (circle one)? Yes or No
Principal Investigator (Laboratory Director):	
Phone number:	
E-mail:	
Project Lead Investigator:	
Phone Number:	
E-mail:	
Laboratory Location (Building and Room):	
Project Title	
Summary/description of overall project objectives. Provide an abstract describing project (may come from original grant).	

CIA Instrumentation and Services		Please indicate what services/equipment you plan to use for this project. Respond Yes or No or I would like more info.
MICROSCOPY AND CONFOCAL IMAGING		
Epifluorescence and Brightfield Microscopy (Zeiss Axioplan2 with AxioVision)		
Stereology (Zeiss Axioplan2 with MBF StereoInvestigator)		
Nikon C1 Laser Scanning Confocal-Upright Microscope		
Nikon A1R-Si High Speed Spectral time-lapse Laser Scanning Confocal-Inverted Microscope		
Leica TCS-LSI 'Macroconfocal' and epifluorescent stereo microscope		
Perkin Elmer Operetta High Content Fluorescent Screening System		
QUANTITATIVE FLUORESCENCE ANALYSIS		
LiCOR Odyssey Phosphorimager		
GloMax Fluorescence/Luminescence Platereader		
ABI 7500 Real Time PCR (96 well)		
ViiA7 Real Time PCR (96, 384 well, TLDA card)		
CIA LABORATORY EQUIPMENT		
SpeedVac		
REVCO -80		
Microm HM505 Cryostat		
Beckman L70 UltraCentrifuge		
NanoDrop		
Versamax Absorbance Platereader		
TC-20 cell counter		
CIA LABORATORY SERVICES		
Stereology Training		
High Content Fluorescent Screening Assay Development (Operetta)		
Tissue Culture Support/Training Service		
Tissue preparation services (blood, saliva, other):		
Nucleotide preparation and analysis (RNA: gene Expression, DNA: qPCR, CNV/SNP analysis).		
Are there any services, equipment, educational programs that you think the CIA Service could provide that would benefit members of your laboratory?		

BIOSAFETY INFORMATION FOR PROJECTS INVOLVING CELLS AND TISSUES

DESCRIBE THE SAMPLE:

	Indicate the sample species (e.g. mouse, rat, human).
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	What is the tissue source of the tissue/cell (e.g.brain, kidney, fibroblasts, PBMC)?
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	Describe the sample type (e.g primary cells, tissue, body fluids, organ, cell line (please list name(s) of cell line(s)).
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DESCRIBE THE SAMPLE PREPARATION PROCESS
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	Are sample tissues/cells ALIVE or DEAD (circle one)?
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	if ALIVE: What solution is the sample in?
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	If DEAD: Describe how the cells prepared and stored (PBS or fixed)?
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	If fixed briefly describe the fixation process:
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	Are samples INTACT (eg organs, body fluid), SECTIONED (slices), or DISSOCIATED (cells) (circle one)?
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	Does the sample contain transplanted cells YES or NO (circle one)?
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	What is the recipient tissue species:
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	If YES: What is the transplant tissue species:
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	Are cells virally transformed (adeno, Herpes, EBV, SIV, HIV, Lenti, other)? YES or NO or I don't know (circle one)
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	if YES: Please list virus
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	if NO or I DON'T
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	KNOW: Please check with CIA manager for project approval
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	Have these cells been tested for mycoplasma infection? Yes or No or I don't know (circle one)
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	if YES: Please provide documentation
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	if NO or I don't
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	know: Please check with CIA manager for project approval
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	How will your samples be analyzed in the CIA Lab? (circle any that apply)
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	Microscopy
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	High Content Fluorescent Screening
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	Sectioning
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	Fluorescence Quantitation
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	Tissue preparation service
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	Tissue Culture
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	Other(please describe):
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BIOSAFETY QUESTIONS: If your samples contain human or non-human-primate cells, you MUST respond in detail to the biosafety and human subjects questions below.

Do the sample(s) contain any known infectious agent? (circle one) YES or NO or I don't know

if YES: Please list agents

if NO or I don't

know: Please check with CIA manager for project approval

Has the infectious agent been inactivated? (circle one) YES or NO or I don't know

if YES: Please describe the method of activation

if NO or I don't

know: Please check with CIA manager for project approval

Were cells/tissue/body fluid donors screened for blood-borne pathogens (eg HIV, HBC, HCV) inactivated? (circle one) YES or NO or I Don't Know

if YES: Please list test results

if NO or I don't

know: Please check with CIA manager for project approval

Does the sample contain any other known human pathogens (eg Creutzfeld-Jakob)? YES or NO or I don't know

if YES: Please list agents

if NO or I don't

know: Please check with CIA manager for project approval

Human Subjects (if your samples are from Humans)

Was sample obtained through direct interaction with an individual: YES or NO

IF YES: YOU MUST PROVIDE A COPY OF YOUR IRB-APPROVED HUMAN SUBJECTS PROTOCOL

if NO or I don't

know: Please check with CIA manager for project approval

GENERAL POLICIES

1. Usage priority is always given to Waisman Center IDDC investigators.
2. All users must acknowledge our support in publications resulting from use of the Cellular Imaging and Analysis facility. For example: "This study was supported in part by a core grant to the Waisman Center from the National Institute of Child Health and Human Development (U54 HD090256)."
3. All problems, conflicts and equipment related issues must be immediately communicated to the core manager (cia@waisman.wisc.edu).
4. All UW users must be approved prior to the start of their projects. UW researchers must submit a CIA Project/Safety Information Form, and CIA Funding Information PRIOR to the start of experiments.
5. All experiments involving unfixed human cell and tissue must be approved by Cellular Imaging and Analysis.
6. If applicable, the investigator must provide a copy of the project IRB approval letter PRIOR to the start of experiments.
7. Failure to follow Cellular Imaging and Analysis policies may delay the start of your experiment or result in suspension of use or services.

CORE INSTRUMENT USE POLICIES:

1. Users must provide grant number each time they sign in to use a piece of equipment.
2. Users must be properly trained to use equipment independently. Contact core manager to schedule training. Failure to complete core training will result in suspension of use.
3. Users must immediately report instrument problems to Cellular Imaging and Analysis (in person if possible and by email certainly, cia@waisman.wisc.edu) and record issues in the daily sign in sheet. Failure to do so may result in suspension of use.
4. Users must immediately report inappropriate usage of CIA instruments to the core manager (in person if possible and by email certainly, cia@waisman.wisc.edu) and record issues in the daily sign in sheet. Failure to do so may result in suspension of use for persons involved.
5. Users can sign up IN ADVANCE for a maximum of three -4 hour- segments per week on any instrument (during business hours of 8am-5pm M-F).
6. Users can sign up for a maximum of -4 hours- if that time is available during business hours.
7. There are no time restrictions for off-hours usage (between 7pm -7am on nights and weekends).
8. Cancellations must occur 48 hours prior to assigned time or you will be billed for your time.
9. Billing on instruments occurs either in 15 minute increments or on a 'per run' basis.
10. Preapproval must be obtained from core manager for longer experiments and if grant deadlines must be considered.

CORE SERVICE POLICIES:

1. The first hour of project discussions will not be charged. After this, project development charges will be billed at an hourly rate (\$75/hour).
2. Unless otherwise directed, users will be billed monthly.
3. Cellular Imaging and Analysis will provide project methods advice but is not responsible for final methods determination.
4. Cellular Imaging and Analysis determines maximum number of samples on a per project basis.
5. All Cellular Imaging and Analysis service projects involving human samples must have UW IRB approval. The IRB approval letter must be submitted to the CIA manager prior to sample submission.
6. All samples submitted to and prepared by Cellular Imaging and Analysis will be kept in the Core through the end of the project. Each PI is responsible for removing their samples two months after the project is complete or Cellular Imaging and Analysis will charge for storage space until samples are removed.

PLEASE FILL OUT FORM, SIGN BELOW, AND RETURN TO
CIA MANAGER

INVESTIGATOR ACKNOWLEDGEMENT OF RESPONSIBILITY

I certify that the information provided herein is correct. I ensure that my researchers are aware of and will conform to the listed Cellular Imaging and Analysis policies.

Signature (Principal Investigator)_____
Date

I will acknowledge the Cellular Imaging and Analysis laboratory if any future publications result from projects performed within the CIA laboratory or with the assistance of CIA personnel.

Initials (Principal Investigator)_____
Date_____
Initials (Project Leader)_____
Date

"This study was supported in part by a core grant to the Waisman Center from the National Institute of Child Health and Human Development (U54 HD090256)."