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## Digital Imaging Facilities Usage Policy for MCZ Users

The MCZ Digital Imaging Facilities in MCZ Labs and Northwest are open for use by MCZ researchers, students, and staff.

- MCZ personnel who wish to use the facilities must receive safety training.
- Users must sign up in advance using FAS Research Computing's [SPINAL instrument scheduling system](#). To request an account with Research Computing, visit the [request page](#) on the RC website. Equipment-use time, including warm-up and clean-up time, must be recorded even if the schedule is open.
- MCZ department approval must be obtained before specimens are x-rayed. Live animals may only be x-rayed if included in approved IACUC protocols.
- The equipment must always be operated in a safe manner that is consistent with the posted notices and the safety training that is received.
- Users should not leave personal work on the hard drives of any equipment. Hard drives are cleaned regularly.
- Shared-use facilities should be kept clean, and personal materials, including specimens and tools, should not be stored in these spaces.
- Do not remove any common-use equipment from the facilities.
- Food and drink are not allowed in the facilities.
- Digital media of MCZ specimens and the associated metadata should be captured in accordance with MCZ permissions; see the MCZ's [Permissions & Copyright policy](#) for details regarding reproduction, publication, or other use of MCZ specimens.
- Copies of any digital media files and all associated metadata should be provided to the appropriate MCZ collection department for archiving; see [Guidelines for Digital Media provided to the MCZ](#) for complete instructions.
- For more information or to immediately report any equipment or maintenance problems, contact [MCZ Collections Operations](#).

### Digital Imaging Facilities Usage Policy for Non-MCZ Users

MCZ equipment is not automatically available to outside (= non-MCZ) users. For the Keyence digital microscope, outside users must be hosted by an MCZ lab or department, and their use must be accompanied and supervised by trained MCZ personnel. Access is granted to non-MCZ users on a project-by-project basis. MCZ personnel have first priority on use of the equipment.

### Harvard undergraduates

- Individuals must fill out and sign an [Acknowledgment of Risk and Release form](#) and [Emergency Contact Information form](#).
- Individuals must be trained by EH&S and MCZ Collections Operations staff and, after training, monitored by trained faculty/department sponsor. The faculty/department sponsoring the work is ultimately responsible for oversight, ensuring that equipment is operated in a safe manner that is consistent with the posted notices and the safety training that is received.
- Individual must sign up in advance using FAS Research Computing's [SPINAL instrument scheduling system](#). To request an account with Research Computing, visit the [request page](#) on the RC website. Equipment-use time, including warm-up and clean-up time, must be recorded even if the schedule is open.



- Both building and room access for non-MCZ use is from 9:00 am to 5:00 pm, Monday through Friday.
- Swipe card access will be configured per semester since this is the length of most projects.
- Digital media of MCZ specimens and the associated metadata should be captured in accordance with MCZ permissions; see the MCZ's [Permissions & Copyright policy](#) for details regarding reproduction, publication, or other use of MCZ specimens.
- Copies of any digital media files and all associated metadata should be provided to the appropriate MCZ collection department for archiving; see [Guidelines for Digital Media provided to the MCZ](#) for complete instructions.

**Non-MCZ Harvard and outside-Harvard colleagues and/or graduate students**

- Individuals must fill out and sign an [Acknowledgment of Risk and Release form](#) and [Emergency Contact Information form](#).
- Individuals must be trained by EH&S and MCZ Collections Operations staff and, after training, monitored by trained faculty/department sponsor. The faculty/department sponsoring the work is ultimately responsible for oversight, ensuring that equipment is operated in a safe manner that is consistent with the posted notices and the safety training that is received
- For each usage session, the faculty/department must sign-up in advance using FAS Research Computing's SPINAL instrument scheduling system. To request an account with Research Computing, visit the [request page](#) on the RC website. Equipment-use time, including warm-up and clean-up time, must be recorded even if the schedule is open.
- For each usage session, the faculty/department must check the individual in and out of the facility.
- Both building and room access for non-MCZ use is from 9:00 am to 5:00 pm, Monday through Friday.
- Digital media of MCZ specimens and the associated metadata should be captured in accordance with MCZ permissions; see the MCZ's [Permissions & Copyright policy](#) for details regarding reproduction, publication, or other use of MCZ specimens.
- Copies of any digital media files and all associated metadata should be provided to the appropriate MCZ collection department for archiving; see [Guidelines for Digital Media provided to the MCZ](#) for complete instructions.