POLICY OF USE
3D Histech Pannoramic MIDI II

Version 2
(August 2020)

Foreword
We purchased at the end of 2018 one Slide Scanner equipment by 3D Histech

This policy defines the organisation for the correct use and maintenance of this equipment. This document is open to improvements and suggestion, fruit of the use and experience in the common and collaborative use of this equipment. Suggestions are taken by the Facility Technician (laura.escobar@achucarro.org)

Main technical specifications
- Scan method: area scanning with autofocus.
- Z-stack imaging feature.
- 12 slide capacity with automatic sample recognition and digitization of sample detection.
- Light sources: Wideband multichannel RGB LED light source for brightfield operation.
- Advanced fluorescent light source: Lumencor SPECTRA 6 solid state light engine.
- Filters set: DAPI, FITC (A488), TRITC (A555), TexasRed (A594), Cy5 (A647)
- Magnification: ZEISS Plan Apochromat 20×/0.8 (dry), ZEISS Plan Apochromat 40×/0.95 (dry).
- Image digitization: 4.2 MP Scientific sCMOS digital imaging camera (for brightfield and fluorescence).

Slide Scanner reference personnel
Laura Escobar is the person in charge of the technical issues of the Slide Scanner.
In case of any doubt contact her laura.escobar@achucarro.org

Working hours
Due to the characteristics of these scanning systems, they can work continuously 24 hours a day. The configuration of the experimental settings, if the help of the Facility Technician is required, will be from Monday to Friday, from 9.00 to 18.00.

Reservation Calendar
The use of the confocal microscope requires a previous reservation that will be made through the "Agendo Sience" reservation management software.

Access and registration: in the search bar of your browser click:

https://achucarro.agendo.science/

and you will go to the initial page to register and create an account

The email address from which you access this system is where you will receive all notifications related to your calendars, your reservations, possible changes, etc. So, from this point is going to be a very active account.

Remember to select the institute (Achucarro Basque Center for Neuroscience) and the lab you belong to. Once the registration requests are received, they will be approved by the administrators (mainly Aitor Palomino (aitor.palomino@achucarro.org) and Laura Escobar (laura.escobar@achucarro.org)) and you can request access to the calendars of the facilities that are of interest to you.
Group Leaders will be responsible for the use (and cost) of their group members, so you can establish your own (internal) request procedures.

Reservation Constraints
Each calendar presents a series of specific restrictions regarding the number of users per group and week, determined by the administrators according to the demand of each particular facility.

User Priorities:
• According to affiliation:
  o Achucarro and UPV/EHU users have the maximum priority on the use of this equipment; after them,
  o Other non-for-profit research or technological centres within the Basque Science Community and Innovation Network
  o Companies and private entities.

Acknowledgement
Users MUST mention the use of this equipment in their publications and research outcomes as:

Achucarro Basque Center for Neuroscience-Imaging Facility (UPV/EHU Scientific Park, Leioa-Spain)

Annex 1: Service Prices

These prices have been set according to the cost of maintenance of the equipment, and taking into account the differences that each technique produces on the wear of the resource/technique consumes.

STANDARD FEES (EUROS PER HOUR)

<table>
<thead>
<tr>
<th>Category</th>
<th>Euros per hour of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achucarro users</td>
<td>5</td>
</tr>
<tr>
<td>Research personnel of the UPV/EHU and other Non for profit Research organisations and Technological Centres on the Basque Science and Technology Network</td>
<td>7</td>
</tr>
<tr>
<td>Other External organisations and Private Entities, Companies</td>
<td>10</td>
</tr>
</tbody>
</table>

These prices don’t include the taxes that would apply in each case.