



**Bioimaging Facility**  
**C-Wing, Ground Floor, GC-01 and 02**  
**Division of Biological Sciences, Indian Institute of Science**  
**Bangalore- 560012**  
**Booking/Charge Sheet**

1. User Name:
2. PI Name/Department/Institute/Company:
3. Contact phone number and email ID: \_\_\_\_\_
4. Type of sample & Imaging:      FIXED                       or              LIVE
5. Has the sample been visualized in fluorescence microscope? [Y]      [N]
6. Have you used an anti-fade reagent?      [Y]      [N]
7. Fluorochromes used: \_\_\_\_\_
8. Excitation wavelength: \_\_\_\_\_ Emission wavelength: \_\_\_\_\_
9. Objectives required: \_\_\_\_\_
10. Quantitative/Qualitative Assay : \_\_\_\_\_
11. Select the microscope for your usage (Slot duration- one and half hour):

S. No.	Confocal Microscope	Academic Charges/slot (Rs)	Corporate Charges/Slot (Rs)	Tick the confocal microscope required
1	<b>Confocal Zeiss 510 Meta</b>	<b>1770/- *</b>	<b>5900/- *</b>	
2	<b>Confocal Leica TCS SP5</b>	<b>1770/- *</b>	<b>5900/- *</b>	
3	<b>Confocal Zeiss LSM880 with Airyscan</b>	<b>3540/- *</b>	<b>11,800/- *</b>	

(\* all charges are inclusive of 18% GST)

12. Date of Booking (Available from Monday to Fridays, except holidays): \_\_\_\_\_

13. Select the time slot for imaging:

- |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9:00 AM- 10:30 AM        | 10:30 AM - 12:00 PM      | 12:00 PM - 1:30 PM       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1:30 PM - 3:00 PM        | 3:00 PM - 4:30 PM        | 4:30 PM - 6:00 PM        |

14. To check slot availability visit: <http://www.brownbearsw.com/cal/confocalschedule>  
(pw-schedule1)

15. Write to us at [confocaliisc@gmail.com](mailto:confocaliisc@gmail.com)/ [bioimaging.bio@iisc.ac.in](mailto:bioimaging.bio@iisc.ac.in) for slot requisition and any other details or call us at **08022933506**.

User Signature:

DD No:  
PI/HOD Signature:

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Name of the Facility Operator:

(Office use only)

Time started:

Time ended:

Remark:

Total Slot Charge:

## WORKING GUIDELINES FOR USING THE BIOIMAGING FACILITY

- 1) **Booking of slots** can be made by sending us a mail request at [confocaliisc@gmail.com](mailto:confocaliisc@gmail.com)/[bioimaging.bio@iisc.ac.in](mailto:bioimaging.bio@iisc.ac.in) Upon receiving the user request the facility will send the booking form as attachment.
- 2) **Booking/Charge sheet** is a must for reserving microscope time slot. Incomplete forms will **NOT** be processed. Kindly confirm the slot booking request by the end of the day.
- 3) Please note that you must carry the **demand draft in the name of “Indian Institute of Science”** when you come to avail the slot. The scanned copy of the DD and the booking form copy duly signed by the PI/Head should be sent to us prior to using the slot for confirmation. You may use the slot after payment of the slot charges by means of DD preferably.
- 4) **Slot time** is charged for a minimum of 1.5 hr and the cost structure of the usage is mentioned overleaf.
- 5) **Advance booking** up to 2 weeks ahead is permitted. If the slot requested is beyond 2 weeks, it will not be processed and would require a fresh requisition.
- 6) **Maximum number of slots** allotted/week per person is **2** for fixed samples and **3** for live imaging, per microscope.
- 7) **Cancellation** of a reserved slot has to be intimated at least a day in advance through mail. Frequent cancellation from a user is not acceptable and users with 3 successive cancellations will be not be allocated further slots in the next 15 days.
- 8) **Slot usage** will be **chargeable** if not cancelled and if a user is 15 min late (without prior intimation), when the slot will be canceled automatically. This slot will then be available for walk in or to any urgent requests that have been made earlier.
- 9) **Urgent booking** will be entertained, provided the mode of payment of charges has been arranged. Inform the facility with the booking/Charge sheet
- 10) **LOG BOOK** must be signed by all users both before and after use with the time window of imaging.
- 11) **Web calendar** will be available to all internal and external users  
<http://www.brownbearsw.com/cal/confocalschedule> (pw-schedule1)

Entries in the Calendar will be made by the facility personnel after submission of the Booking/Charge sheet signed by the PI of your project. The user will be allotted the slot on the desired date upon submission of the demand draft to the facility.

### 12) Facility Contact No.- 080 22933506

### 13) Sample preparation

- a. The sample slide and the coverslip should be clean. The operator can insist and assist in cleaning the sample.
- b. Seal the coverslip with colorless nail paint or fluoromount (BD Bioscience). Ensure that nail paint is dried; otherwise it will spoil the objective lens.
- c. For live imaging users are requested to get all the necessary items needed. The facility will not be able to provide them any reagents/ items.
- d. Contaminated slides will not be imaged on any system. In case of any undue requests from the user, the remarks column will note the same.

### 14) Data will be given on CD /DVD/ formatted USB drives only. Transfer of files via internet is not allowed.

The **BioImaging Facility** is geared to provide all the users the best possible service and we request everyone to maintain a congenial environment of work for everybody. Thank you for your cooperation and support. In case of any concerns or comments, please email us at [deepak@mrdg.iisc.ernet.in](mailto:deepak@mrdg.iisc.ernet.in) or [subba@mcbl.iisc.ernet.in](mailto:subba@mcbl.iisc.ernet.in).