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**Histology Facility**

**Petia Stefanova, Manager**

**Telephone:** 416-480-6100, ext. 3356

pstefanova@sri.utoronto.ca

http://sunnybrook.ca/research/content/?page=sri-core-histo-home

**SRI Histology Facility Service Agreement**

**Terms and Conditions**

To users of the SRI Histology Facility,

The SRI Histology Facility is operated by a Faculty Director, Dr. Carol Schuurmans, and a Facility Manager, Ms. Petia Stefanova. To better meet the needs of the research community, we have expanded the services provided by the SRI Histology Facility to include Do-It-Yourself access to histological equipment. This self-service model is in addition to our Full-Service histology option, which we continue to provide in order to meet your histology needs.

Histology equipment that is available for trainee use includes:

* The Leica RM2255 automatic rotary microtome – for paraffin sections
* Leica CM3050 S cryostat sections frozen specimens – for frozen sections
* Leica VT1000 S vibrating blade microtome – fixed- or live-specimen sections

ACCESS to the facility will require the following:

1. Payment of an **Annual Fee**. Facility usage fees are set at $500/yr for SRI members and $1000/yr for non-SRI members. These funds will be used to cover the costs of equipment maintenance and repair and to update the services provided to users.

2. Payment of **Usage Fees**. The full fee schedule can be found on the website. Usage fees are set at $20/hr for SRI users and $30/hr for non-SRI users. For SRI Investigators, there is an annual cap of $2000/yr per piece of equipment (microtome, cryostat, vibratome) and for non-SRI Investigators this cap is $4000/yr per piece of equipment (microtome, cryostat, vibratome). This cap does not include late fees, training fees or orientation fees.

3. Each trainee who requires access to the facility is required to attend a **Facility Orientation** session ($50/trainee). Before attending this session, each trainee must fill out a SRI Histology Facility Orientation form. Times to be arranged with the Facility Manager, Petia Stefanova pstefanova@sri.utoronto.ca

There is a 24-hr cancellation policy. No shows or late cancellations will be charged $50.

4. To operate the histology equipment, trainees are required to undertake **Specialized Training**. Please note that, even if trainees have experience from a previous lab, they are required to undergo Specialized Training to ensure that they are using the equipment appropriately. The Facility Manager will be present during the day to provide additional oversight on the use of the histology equipment. Before attending this session, each trainee must fill out a SRI Histology Facility Training form. Times to be arranged with the Facility Manager, Petia Stefanova pstefanova@sri.utoronto.ca

Training fees are set at $100/hr. There is a 24-hr cancellation policy. No shows or late cancellations will be charged $50.

5. Principal Investigators and their trainees must read and sign the **SRI Histology Facility Service Agreement.**

GENERAL USAGE RULES

1. No food or drink is allowed in the histology core.

2. Users are required to supply all of the expendable supplies for their experiments (e.g., microscope slides, disposable cryostat blades, razor blades, etc.).

3. For the cryostat, each group is required to purchase their own anti-roll plate. These plates are easily chipped and broken and cannot be provided by the facility.

4. Users are required to clean the area and equipment after they have completed their experiments.

5. If the equipment is not working properly, users should not attempt to repair on their own – they should contact the Facility Manager immediately.

6. No-show fees ($50) will be charged if the trainee does not show up for their booked session. If the trainee is 30 min late, the booking will be erased and the equipment will become available to other users.

7. The Facility Manager will be present from 7:30 am to 3:30 pm to answer any questions. Bookings for Orientation and Training will be between these hours.

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The Investigator agrees to the terms and conditions outlined above.

Trainee (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainee (signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Principal Investigator (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_