Requirements for Using S3 Incucytes

In Cell Technologies Shared Resource 2020

* CTSR Staff will electronically add your plate to the Incucyte, make sure you fill out the request completely so this can be completed efficiently.
* Due to increased scheduling times on the S3 it is very important you deliver you plate on time, so no scans are interrupted or missed.  You will have a **30-minute window from your specific signup time to deliver your plate, if you miss this window your reservation will be cancelled**
* **Mycoplasma Tests** which includes a COMPLETED writeup (just raw data will not be accepted) must be upload in calendar request before the plate will be scheduled.  Mycoplasma tests are only good for 3 Months
* A **diagram** of your plate is required so empty wells are not scanned. The S3 runs on a very tight schedule, if the Incucyte scans empty wells it increases the scanning time per plate and could cause the instrument to error.
* You are required to use **only plates that are registered** in the Incucyte.  If your cat# is not found your reservation will be cancelled.
* Keep in mind for every minute the S3 scans it needs a minute to cool, if the length of your scan does not fit into the current scan, you will be required to reschedule
* **Scheduling priority** is based on when you enter your request, not the position of your plate, to insure you get what you need schedule early.  CTSR staff has the right to deny your request if it does not fit the scanning schedule.
* **Archive**-Users will be required to Archive Data immediately after scanning schedule is complete. Shared Resource will delete all data quarterly. Shared resource holds no responsibility for lost data.
* The CTSR will hold your plate for **24hrs** after your final scan time for you to pickup if requested. If you do not pickup your plate within 24hrs it will be discarded.

Important issues to avoid:

* Vessels that have scratches on the bottom or top.
* Drops of media or other liquid on the outside tops/lids of vessels.
* Media hanging on the inside of tops/lids of vessels.
* Condensation on top/outside of vessel.
* Touching either the tops or bottoms of vessels during manipulations. Hold vessels by the sides.
* Writing labels on the tops of vessels. The writing will interfere with the images. Label vessels on the sides, or on the very edges of the tops where imaging will not occur.