

Mouse Behavior Core usage policies

General Policies

1. The first step in using the Mouse Behavior Core (MBC) is to schedule a meeting between you and MBC personnel. During this meeting, the background on the project, details of the experiment and test choice will be discussed, as well as drafting a plan to start training and/or testing. The main goal of the meeting is start to bring everyone's understanding of the project and the purpose of the behavioral testing to the same place so that MBC personnel can provide maximum methodological and instrumental support. If necessary to increase the sophistication of experiments, formal collaboration between the MBC and the PI's laboratory is possible.
2. Our usage policies will be discussed during the initial meeting as well. We ask that you strictly comply with these policies for as long as your use our facilities. You will be added to our e-mailing list for updates on equipment, policies and unscheduled microscope availability. You can also find information at <http://neurosci.umn.edu/research/mouse-behavior-core>.
3. Contact MBC staff to obtain training and to access our [on-line reservation system](#). Training by MBC staff is required before using any equipment. All training or onsite technical support carries an additional charge.
4. All users are expected to learn to use the behavioral testing equipment to a level of proficiency that allows them to troubleshoot many of their own issues. In cases of significant equipment malfunction MBC personnel can come to repair malfunctioning equipment without incurring support costs. If equipment malfunctions that require MBC personnel attention prevent testing, no charges will be incurred for that time
5. Equipment rates are available [here](#). Charges are calculated in quarter hour increments.
6. Time on equipment must be reserved in advance on the [MBC iLab interface](#). While utilizing testing space users should confirm their use via the [iLab Equipment Kiosk](#). If you need to modify your appointment login to iLab or contact staff as soon as possible. Appointments not canceled 24 hours in advance will be subject to the full reservation even if not utilized.
7. Users should acknowledge the Mouse Behavior Core in published presentations whenever possible.

Example: "Behavioral testing and analysis was performed at the Mouse Behavior Core, University of Minnesota".

8. In cases where significant levels of experimental design consultation, behavioral testing, and analysis was performed by MBC personnel it is expected that these contributions will result in contributing authorship in manuscripts or abstracted presentations. Authorship specifics will be decided by mutual agreement between the MBC director and the senior PI(s).

Using MBC Facilities

1. All users should be fully trained in animal behavior handling and testing by MBC core personnel (or an authorized proxy) prior to initiating independent testing.
2. No modifications to the instruments are permitted without prior approval from the managing staff. Use of equipment off-site is restricted and subject to pre-approval.
3. Food and beverages are prohibited in all the facilities.
4. All experiments should be performed using appropriate PPE.
5. All appropriate IACUC approvals must be obtained prior to initiating experimental work with animals.
6. Biosafety including blood, radioactivity and biohazard risks are also not allowed without written permission of the MBC and full authorization by appropriate University oversight committees (IACUC, IBC, DEHS, etc).
7. Users shall provide their own specialized equipment, supplies and reagents (drugs, syringes, test specific food, etc). While gloves and ethanol are likely to be present in testing rooms, users should be prepared by bringing their own as these supplies are not stocked in the room daily by the core.
8. Users are encouraged to always double-check camera settings in behavioral analysis software and confirm animal tracking is working as settings often carry over from one experiment to the next.
9. Users are responsible for thoroughly cleaning the equipment used after each session (with 70% ethanol), including workbench, testing apparatus and computer workstations. Additionally, the floor should be free of debris generated by testing, and all equipment should be returned to normal storage positions.

10. Users are responsible for disposing of wastes in the appropriate waste containers. MBC staff will perform weekly clean-up of the space including trash disposal, but core users are responsible for disposal of waste bags if they become full during their testing.

11. Testing equipment should be [reserved](#) ahead of time, with enough time to prepare the testing space and fully clean up prior to the end of the reservation. Actual usage time for each instrument MUST be recorded [online](#). Failure to do so can result in loss of access to the MBC. It is the user's responsibility to provide accurate billing information. For assistance using iLab to reserve and track usage, please consult MBC personnel.

12. The MBC can only provide limited data storage space. Please move your data from our computers / servers as soon as possible. We recommend using a removable storage device or transferring through the network.

13. Users should to report instrument problems/damages to the staff immediately.

14. When in doubt about proper operation and cleaning of the equipment, the user is responsible for contacting staff. Failure to do so may result in the user being held accountable for consequential damages, up to the full value of the equipment.

Equipment sign-up and Time Use Policy

1. Time between the hours of 8:00 am to 5:00 pm Monday to Friday is deemed "prime time". Please try to schedule experiments for morning (e.g., 9:00 am to 1:00 pm) or afternoon (e.g., 1:00 pm to 5:00 pm) and avoid making reservations that take up the entire day or several hours in the middle of the day.

2. Reservations outside "Prime Time" and during week-end and official holidays can be made only by previously trained users that have key card and animal housing room access. Please consult with staff well in advance to confirm eligibility.

3. This policy will be implemented by monitoring the reservation calendar. Reservations made in conflict with this policy may be subject to rescheduling or cancellation to accommodate the largest numbers of interested users.

4. Priority access is given to staff-run experiments; however, MBC supports equitable access for all and will work with all users to accommodate both staff- and user-run experiments. Please contact MBC staff to coordinate any ongoing or perceived future conflicts regarding room usage.

File Storage

User data is the user's responsibility. While we will attempt to back up files and put them on the Neuroscience Department Server, we make no guarantee of this, and users files left on computers may be deleted as needed. The purpose of the space is not for long-term storage of your data. Please remove your files as soon as possible so that others can use the space. Files left on the space for over 90 days may be deleted. If you need longer-term storage or help to transfer files, please contact MBC staff.

Disclaimer: The services and systems offered are available to researchers within the University of Minnesota system and affiliated institutions, as well as some off-campus entities with NIH funding, for their basic research projects or as part of basic research collaborations with other academic institutions or nonprofit organizations. Involvement or funding from for-profit (commercial) organizations is available on a contractual basis. The MBC reserves the right to refuse service to any entity or project that may present a biological or health hazard, introduce potential pathogens, or otherwise pose a risk to staff or contamination to the facility.