

MBPC Core Policies

- **Training:** Only users trained by MBPC Core Staff may operate independently inside the core. Trained users have access to the calendar and should only be scheduling for hours that they will use. Individuals found scheduling access for untrained users may lose independent access to the core. All new users from each lab should receive training before starting experiments.
- **Scheduling:** Users should schedule the rooms using the infinity calendar, until a time slot is booked within infinity no reservation is made. The calendar is first come-first serve, but please limit your sign-ups for experiments that are confirmed. Please do not block out dates for potential experiments as this limits the ability of others to plan their projects. When scheduling, be sure to include the time for acclimating your animals after transport and for cleaning the room between subjects and after your experiment.
 - Due to current demands of the core, we ask that all users book for no longer than 6hrs per day for 5 consecutive days.
 - For independently run cohorts please try to schedule a month in advance within infinity and for contract cohorts please schedule 2-3 months in advance. If you need to adjust your sign-up, and are outside of the calendar's update period, please contact a member of the MBPC staff.
 - When booking in Infinity please include assays being performed in the notes section so that core personnel can guarantee availability of equipment.
- **Equipment:**
 - If a core ceiling camera needs to be adjusted, please contact core personnel. Do not attempt to adjust alone.
 - Do not make any marks on the equipment that cannot be removed with a simple wipe with a Sani-cloth. For reliable placement of objects please contact core staff for putty or sticky notes to secure object or use as a marker. Any marks that cannot be removed will be considered vandalism and the cost of replacement/repair may fall to the user lab.
 - Equipment issues must be reported to the core staff immediately upon discovery. The core staff will monitor equipment and rooms, but we rely on users to notify us of any issues. Please do not ignore issues or wait for someone else to say something!
 - Users will be notified of equipment downtime by email, please review to ensure your studies are not impacted and contact core staff with questions.
 - *Rentals:* Core users may rent a piece of core equipment at unsupervised rates to use outside of the core for a max of 6hr at a time. Failure to return the equipment after 6hrs will result in a \$60/hr charge until the equipment is returned. Equipment Rentals must be checked out on Infinity in the Equipment Check Out section with a completed Sample Submission form completed before removal of the equipment from the core.
- **Noise:** Please limit noise in the core. Talking should be kept to a minimum and volume should also be kept to a minimum. Please always keep the door to your room closed, particularly when cleaning. Please use the white noise generators in each room to help limit the transmission of noise between rooms. Avoid banging transport carts into walls and do not congregate in the hallway.

- **Room Access:** Please use the signs on the doors to indicate rooms in use. Please do not enter rooms with the in-use sign up. If you believe a room sign is inaccurate, do NOT enter the room to check. Please 1) check the calendar and contact the user directly to confirm if they are there and 2) contact core staff so room entry can be coordinated and user contacted if needed.
- **Cleaning:** Please wipe down all apparatuses with grey top Sani-cloth wipes. Red top Sani-cloth wipes are available for use ONLY when necessary for the experiment. Apparatuses and litter pans should be cleaned between subjects. Specific cleaning requirements for individual apparatuses will be covered during training. At the end of your session, please wipe down all tables/counters, other surfaces, and racks, sweep the floor, and put the trash into the core hallway to be emptied. ONLY USE APPROVED CLEANING SUPPLIES
 - **Failure to properly clean rooms after use will result in a warning email. Repeat offences may result in the loss of access to the core and/or additional cleaning fee charges to your booking.**
- **Invoicing and Costs:** All invoices are generated via the infinity calendar system.
 - Relevant costs for core use are: Trained user independent operation \$20/hour; Training \$60/hour; Core staff run experiments \$60/hour.
 - For assays using substantial amounts of bedding (marble burying, horizontal locomotor, and USV) a bedding surcharge will be added. Users independently accessing the core can provide their own bedding for no charge.
- **Data:** Please take copies of your data outputs when you finish your experiments. Raw data files will be maintained in the core. To maintain files please save data to computer desktops under a file with your name and room number. Note if changes are made to a standard core protocol for your assay, save the adapted protocol inside your desktop folder to reduce confusion among other users. In the future, users may be asked to host their own raw data to make space on core computers. If so, the core director will meet with users to ensure that all necessary files are properly transferred to prevent data loss.
- **Inclement Weather:** The MBPC follows MUSC weather closure guidelines. If the University or MUSC closes due to inclement weather, assume that core staff will not be available. Contracted users will be notified by staff to address rescheduling; users should communicate with core staff to confirm rescheduled studies. Studies will not be automatically rescheduled without user confirmation as some studies will require adjustments that must be approved.
- **Animal Emergency Contact:** All Users are required to have an emergency contact, who core personnel can contact in case of an event requiring urgent response. This can be the user themselves or a trusted member of their lab. For minor health concerns, we will contact the user/emergency contact to resolve with veterinary staff. For serious health concerns, we will contact the user/emergency contact AND notify veterinary staff. If your study includes potential adverse health conditions, please notify the staff as our default is not to run injured or ill animals.
- **Publication Notifications:** Please remember to acknowledge the core when publishing and alert the core when your research is in press.
 - “Behavioral testing was supported by the CNDD Mouse Behavior Phenotyping Core (P20GM148302), a University Shared Research Facility at MUSC”
- **Funding Notifications:** Please remember to update the core when your data is used in grant submissions
 - Include Agency, Mechanism, MTDC, and update us if funded!