

Cell Analytics Facility UNIFR Policies (V6)

○ **General rules**

- The user and their supervisor subscribe by following a training to treat material and instruments carefully, report any irregularities to the facility staff and book via the official facility instrument booking system before using a cytometer.
- Guarantee on device performance and / or experiment outcome is not given.
- Startup, cleaning and shutdown procedures as described during practical training and on SOPs for each instrument must be followed.
- The last user of the day is responsible for shutting down the instrument he has been using.
- Access to the instruments will be granted upon completion of the training on the instruments. **It is not allowed to access the instruments with somebody else login, or to access another instrument without proper training!**
- **The Facility keeps the right to exclude user that are not respecting the rules and policies of the Facility.**
- **If the user is not following the policies of the facility and the SOPs of the instruments, the Facility keeps the right to bill the instrument reparation.**

○ **Flow Cytometry samples**

- Samples must be filtered before been run on any instrument. Each user has to purchase his own filtering material.
- 5ml tubes for the acquisition have to be purchase by the lab of the user. No material is provided by the facility.
- **On the analyzers, no BSL2 samples are allowed (human, lentivirus,...). If any doubt, please fix your samples.**

○ **Booking and cancellation**

- **Booking is mandatory** and must be done through the OPEN Iris online booking system. Only trained users can book and use instruments.
- Please match instrument real usage with booking time! The fees are calculated based on bookings.
- Users that are not booking accordingly to there use of the instrument will be first advertised, and then charged 200. - if it append again.
- The instrument used autonomously are available everyday from 8h00 to 23h00. Cancellation on analyzers can be done up to 30min before your booking. You can't book an instrument more then 4h. You can short an ongoing booking if you will use the instrument less then expected, but not delete it.

- The Cell Sorter is available Monday, Tuesday, Wednesday and Thursday from 9h00 to 17h00. A cell sorting session can only be booked by a staff member, but the calendar is available to read online on Open IRIS. There is a minimum of 0.5 hour booking slot for sorting. Sorts can be cancelled up to the day before without charge. Cancellations made less than 24 hours from the start of your booking will be fully charged.
- The 10x Chromium Controller is available upon request between 09h00 and 17h00 Monday to Friday. A 10x session can only be booked by a staff member, but the calendar is available to read online on Open IRIS. These booking are for a minimum of 2h.
- **Data management**
 - Please bring a clean-virus-free USB Key to transfer “fcs” generated data files on your own computer. You can also use a transfer to the server on certain instruments.
 - Every month, all data will be deleted from the instruments without notice. Users are responsible to save and backup elsewhere their data.
 - Any data that can be observed in the Cell Analytics Facility is strictly private and can’t be used or copy for personal experimentation.
- **Fees:**
 - Instruments are charged automatically based on the entries in the booking system.
 - Invoices and payment requests will be issued every 3 months.
 - Every year charges will be adapted depending of the number of used hours of the instrument (the more peoples use it, the less expensive it will be). In use fees are available o the facility website.
 - Fees are available on the cell analytics website.

I have read and I accept the Cell Analytics Facility from UNIFR policies :

Date + Name :

Signature :