

# Registration Form Cell Analytics Facility



Please fulfill this form and send it to sarah.cattin@unifr.ch in order to get an appointment and obtain access to the facility.  
 You have to attend the theoretical and practical courses to have access to instruments and booking system.

First Name		Phone			
Last Name		E-mail adresse			
Group Leader		Adress			
Institute		Department			
Describe briefly your previous experience in flow cytometry		I don't have any experience			
Instrument request training	MACSQuant	Canto II	LSRFortessa	Instrument request use	FACSARIA Fusion (sorting)
Describe briefly your actual need for flow cytometry (application / sample type /...)					
Prefere time and date for a meeting					

I have read the formulary carefully and certify the information provided to be correct  
 I accept the Cell Analytics Facility billing and policies (cf next pages)

\_\_\_\_\_   
 Date and Signature

## Cell Analytics Facility UNIFR Policies (V4)

### ○ **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.
- Samples must be filtered before been run on any instrument. Each user has to purchase his own filtering material.
- 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.**

### ○ **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 Analyzers 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 on going booking if you will use the instrument less then expected, but not delete it.
- The Cell Sorter is available everyday 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.

○ **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 2months 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.
- 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.
- For 2020 the user fees are the following:

UNIFR users:

- BD FACSCanto II analyzer: 20. -/h
- MACSQuant analyzer: 20. -/h
- BD LSRFortessa analyzer: 25.-/h
- FACSARIA Fusion: 120. -/h

External academic users: (prices including operator passing your samples but no data analysis)

- BD FACSCanto II analyzer: 50. -/h
- MACSQuant analyzer: 50. -/h
- BD LSRFortessa analyzer: 60.-/h
- FACSARIA Fusion: 200. -/h

External non-academic users: (prices including operator passing your samples and data analysis)

- BD FACSCanto II analyzer: 100. -/h
- MACSQuant analyzer: 100. -/h
- BD LSRFortessa analyzer: 100.-/h
- FACSARIA Fusion: 350. -/h