



Rules and regulations

Flow Cytometry Facility (FCF)

FCF lab space is located at **level 5, floor 41, room 07**, directly accessible via the lift/staircase D1 or C1. As a general rule service times are from Monday to Friday from **8:00 a.m. until 4:00 p.m.**

I) Material and sample preparation

Only material categorized as **safety level S1** can be FACS purified and analyzed at our facility. All data sheets relevant for the planned experiment have to be filled in and handed over to the FCF in advance. This is to ensure that all safety guidelines are observed. Material of unknown origin or risk potential must neither be sorted nor analyzed at our facility. Material to be sorted or analyzed has to be prepared according to appropriate standard protocols by the user. **All samples need to be filtered before they can be sorted or analyzed!**

II) Cell analysis using BD FACS Canto

Measurements at BD FACS Canto are performed by the user.

Briefing/Instruction

Use of the BD FACS Canto machine requires a briefing. The FCF service team will instruct new users how to properly use the FACS Canto machine before the first experiment can be carried out. With his signature the user confirms that he knows how to use the equipment and will obey all rules and regulations of the FCF.

Application of measuring time

A desk diary is found in the lab space on top of the BD FACS Canto. Time slots for measurements have to be booked in this diary in advance by the user himself.



Measurements

Cell analysis using BD FACS Canto can be done independently by the user. The facility is responsible for maintenance and up-keep of the FACS Canto machine. The user is liable to handle the machine properly and carefully, to immediately inform members of the FCF in case of problems and to document measurements and problems in the log-book provided by the facility. After finishing measurements the user has to clean the machine according to the facility's instructions.

Use of BD FACS Canto outside FCF service times

Upon agreement, measurements can be performed outside regular FCF service times. To this end the user receives the key to the lab space via an **access code**. Upon completion of measurements the key has to be deposited in the box provided by the FCF. The laboratory door must always be closed after the measurement has been completed.

Use of DIVA software and data management

FACS Canto uses the software "DIVA". Every user is provided with a DIVA account. This account is personal and must not be shared with other users. Upon completion of measurements the user has to export his data promptly and subsequently delete the data from the software and machine. Data may only be exported onto data storage media that are exclusively used for data transfer with the FCF. If requested, data storage media are provided by the facility. The re-import of user data to the DIVA software is always feasible.

Every user in person is responsible for the safety of his data. The FCF does not take on responsibility for data storage.

FCF is entitled to delete data from the data base (DIVA software) and hard disk of the FACS Canto machine one week after completion of measurements without prior notice.



III) Cell purification using BD FACS Aria

The BD FACS Aria is maintained and serviced by the FCF. The user is not allowed to independently run the BD FACS Aria.

Application for service time and procedures of measurements:

Please contact FCF by e-mail or telephone to apply for service times. The capacity of the FACS Aria can be viewed via the online calendar on the FCF homepage. Experiments have to be planned carefully to make sure that the measurement can be completed within FCF service times. Samples prepared for the sorting process are handed over to the FCF in time and the FACS purified samples can be picked up when the sorting process is finished. The FACS based cell purification will be carried out by FCF team members with high accuracy and according to their best knowledge. However, FCF does assume no liability in case cell purification is not successful due to human mistakes or technical failure.

Data Management

BD FACS Aria uses the Software „DIVA“. The FCF will save all data for ten years. On request, data can in addition be exported onto a data storage medium provided by the user. This data storage medium may exclusively be used for data transfers with the FCF.

IV) Spectral cell analysis using FACS Aurora (Cytec)

Measurements at FACS Aurora are performed by the user. The FACS Aurora requires good to very good FACS expertise and is only accessible to more experienced users.

Briefing/Instruction

Use of the FACS Aurora machine requires a briefing. The FCF service team will instruct new users how to properly use the FACS Canto machine before the first experiment can be carried out. With his signature the user confirms that he knows how to use the equipment and will obey all rules and regulations of the FCF.



Application of measuring time

After successful briefing, each user get access to a corresponding Outlook calendar. Time slots for measurements have to be booked in advance by the user himself. Each user may only manage his own measurement times and not change or delete those of others.

Measurements

Cell analysis using FACS Aurora can be done independently by the user. The facility is responsible for maintenance and up-keep of the FACS Aurora machine. The user is liable to handle the machine properly and carefully, to immediately inform members of the FCF in case of problems and to document measurements and problems in the log-book provided by the facility. After finishing measurements the user has to clean the machine according to the facility's instructions.

Use of FACS Aurora outside FCF service times

Upon agreement, measurements can be performed outside regular FCF service times. To this end the user receives the key to the lab space via an **access code**. Upon completion of measurements the key has to be deposited in the box provided by the FCF. The laboratory door must always be closed after the measurement has been completed.

Use of SpectroFlow software and data management

FACS Aurora uses the software "SpectroFlow". Every user is provided with a SpectroFlow account. This account is personal and must not be shared with other users. Upon completion of measurements the user has to export his data promptly and subsequently delete the data from the software and machine. Data may only be exported onto data storage media that are exclusively used for data transfer with the FCF. If requested, data storage media are provided by the facility. The re-import of user data to the SpectroFlow software is always feasible.

Every user in person is responsible for the safety of his data. The FCF does not take on responsibility for data storage.

FCF is entitled to delete data from the data base (SpectroFlow) and hard disk of the FACS Canto machine one week after completion of measurements without prior notice.



V) Costs

FCF will invoice costs for services and material to the users. To ensure the fee process, each user is required to fill in an order form (“Auftragsformular”) and have it signed by the appropriate supervisor. This order form must be signed by the person to whom the fee should be addressed and its correct address data.

Fees depend on use of instrument type (FACS Canto, FACS Aria, FACS Aurora) and duration of the sorting procedure. Price computation is based on the booked time slot or the required time to accomplish the sorting procedure in case this exceeds the booked time slot.

If FCF reagents (line Antibodies) are used, these costs will also be charged.

A price list is provided to the user on request.

VI) Cancellation expenses

Within two days ahead, appointments can be cancelled by the user free of charge. If cancellation is done on shorter notice, cancellation expenses are invoiced according to the booked measurement period.

VII) Suspension of user access to the FCF

If rules and regulations of the FCF are extensively disobeyed the head of FCF may decide to deny the user’s access to the FCF lab space and locked the user’s DIVA/SpectroFlow account.

VIII) Safety training

The lab space of the FCF is an S1 laboratory. It is assumed that all FCF users are trained to work in equivalent S1 laboratories. If this is not the case, it is absolutely necessary to participate in the S1 lessons offered by the IZKF.

The corresponding operating instructions as well as the hygiene and disinfection plan depend on the spot.



IX) Publications

FCF users are obligated to mention their support by the FCF in the acknowledgements of resulting publications. Please use the following term:

“This work was supported by the Flow Cytometry Facility, a core facility of the Interdisciplinary Center for Clinical Research (IZKF) Aachen within the Faculty of Medicine at RWTH Aachen University.”

or:

„Diese Arbeit wurde unterstützt durch die Flow Cytometry Facility, eine Core Facility des Interdisziplinären Zentrums für Klinische Forschung (IZKF) Aachen der Medizinischen Fakultät der RWTH.“

The FCF needs only the last page for the documentation of the user data and confirmation of the completed instructions. The previous pages may remain by the user.



With this signature I confirm that I have read and understood the user regulations of the FCF. I affirm that I will follow all rules and regulations and handle the equipment carefully. I know that the service provided by FCF will be invoiced. In case of non-compliance my access to the FCF can be restricted or denied.

Name of user:

E-Mail:

Phone:

Institute/Clinic:

Project manager (to whom the bill is named):

Diva account name (assign by FCF):

SpectroFlow account name (assign by FCF):

Use of **BD FACS Canto** – Instruction Date:

Date

Signature

Use of **BD FACS Aria** – Instruction Date:

Date

Signature

Use of **FACS Aurora (Cytex)** – Instruction Date:

Date

Signature