



# Flow Cytometry & FACS

## Core Facility

## User Rules

### Bindingness of the User Rules

The user rules are binding for all users of the facility services and instruments.

### Contact Person

Main contact person for any scientific, technical or administrative questions:

Dr. Monika Langlotz (e-mail: [m.langlotz@zmbh.uni-heidelberg.de](mailto:m.langlotz@zmbh.uni-heidelberg.de), phone: +49 6221 546843)

### User Groups

The facility accepts members of Heidelberg University and University Hospital, members of external research institutions and industry.

User class I Internal encompasses all members of Heidelberg University Faculty of Natural Sciences and all members of the DKFZ-ZMBH-Alliance. User class II Academia are all members of Heidelberg University Medical Faculty and University Hospital as well as all members of DKFZ, MPImF, EMBL, and other research institutes. User Class III External are company clients.

Service prices depend on the respective user class (see attached price list).

### Equipment and Usage Types

The facility is equipped with 3 flow cytometers, BD FACSymphony A1, BD FACSCanto and BD FACSCanto II, and 2 cell sorters, BD FACSAria III and BD FACSMelody.

The facility offers both service use and autonomous use of instruments. The analytical instruments in the facility are available for autonomous use. On demand cell analysis is provided by core staff as a service. Cell sorting is exclusively done by core staff. Autonomous use of the cell sorters is not possible.

### Biosafety Regulations

Based on Gentechnikgesetz (GenTG) and Gentechnik-sicherheitsverordnung (GenTSV) only GVO and biological material of Risikogruppe R1 can be used in the facility (Schutzstufe S1 according to Biostoffverordnung BioStoffV). Any user is obligated to proof that the material meets these requirements before start working in the facility.

### Autonomous Use of Flow Cytometers

Only authorized users are allowed to use the analyzers independently, particularly out of regular working hours. To obtain authorization the user must have received a training by core staff on the respective instrument. Untrained users may join trained users, but are not allowed to work alone on the machines. The authorized user is fully responsible for all activities of the untrained and loses authorization, if the user rules are not followed.

All users have to handle the machines with care and responsibility. It is not allowed to perform any procedures on the instruments, that are not explicitly recommended by the facility. After the session, it is mandatory to follow the particular cleaning instructions for the instrument. The last person, who

booked the machine on a day, is responsible to shut down the system – even if he/she did not use it. Every user is obligated to leave the machine and surroundings in a tidy and clean condition. The core staff has to be notified about any instrument failure.

### **Service Appointments and Instrument Booking**

The facility uses an online administration and booking system. Any user is obliged to register in the system. Online reservations of the analytical instruments are possible for authorized and trained users. Service appointments for cell sorting or cell analysis must be arranged directly with the facility staff by e-mail.

Instrument bookings and service appointments should be cancelled as early as possible, if necessary. The booked time slot is exclusively reserved for the respective user. If the user is in delay for a scheduled service appointment the facility staff must be notified immediately.

The user who has first booked a free slot or has arranged a service appointment has priority above any later requests. If multiple users request a certain time slot priority is given according to user class – first class I, followed by class II, followed by class III.

### **Charging Policy**

For autonomous use of instruments billing is based on the actual logged time not the scheduled time. Users are responsible to update their logged time after the slot. For service appointments billing is based on the period between scheduled starting time and actual end of the service. Delays without notification of the facility or non-appearance are charged based on the scheduled time slot. Instrument time is billed in 30 minutes increments.

### **Data Handling**

The facility is not responsible to store any user generated data. Each user has to backup his/her raw data in an appropriate file format (fcs file is recommended). Long-term storage of data on the computer is not possible. If necessary excess data in any user account will be deleted by the core without further announcement.

### **Using the Computers**

Nobody is allowed to install software programs or to make any changes on the computers. The computers are not to be used for any other activities than operating the machines or analyzing data. Any external storage device used on the computers must be virus checked.

### **Acknowledging the Facility**

Core facilities provide access to cutting-edge technology platforms and offer service and support to their user community. In order to secure the future of any core facility it is highly important to be acknowledged in publications. Every user who publishes data generated with the aid of the facility is obligated to mention the facility in the paper and to submit the citation to us.

Heidelberg, 21 February 2023

Dr. Monika Langlotz, Head of Facility

## Appendix

### Price List

#### **Cell Analysis: BD FACSymphony A1, BD FACSCanto and BD FACSCanto II**

Prices for service use or autonomous use

User Class		Price/h
<b>I. Internal</b>	Heidelberg University Natural Sciences, DKFZ-ZMBH-Alliance	30,00 €
<b>II. Academia</b>	Heidelberg University Medicine and Clinics, DKFZ, MPI, EMBL, Research Institutes	70,00 €
<b>III. External</b>	Companies	95,00 €

#### **Cell Sorting: BD FACSAria III and BD FACSMelody**

Prices for service use

User Class		Price/h
<b>I. Internal</b>	Heidelberg University Natural Sciences, DKFZ-ZMBH-Alliance	40,00 €
<b>II. Academia</b>	Heidelberg University Medicine and Clinics, DKFZ, MPI, EMBL, Research Institutes	80,00 €
<b>III. External</b>	Companies	105,00 €

Prices are calculated to cover the following costs:

- Running Costs 20 % of total price
- Repair and Maintenance Costs 20 % of total price
- Service Contract Costs 60 % of total price