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:
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User Groups
The facility accepts members of Heidelberg University and University Hospital, as well as members of external research institutions and industry as users.
User class 1. Intern-Academia encompasses all members of Heidelberg University Faculty of Natural Sciences and all members of the DKFZ-ZMBH-Alliance. User class 2. Extern-Academia are all members of Heidelberg University Medical Faculty and University Hospital as well as all members of DKFZ, MPImF, EMBL, and any other research institute. User Class 3. Extern-Corporate are company clients. Service prices depend on the respective user class (see attached price list).

Equipment and Usage Types
For cell analysis, the facility has a BD FACSCanto and BD FACSCanto II flow cytometer available, each equipped with 3 lasers. Cell sorting is done on a BD FACSAria III equipped with 4 lasers.
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 sorter is not possible.

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 at all. 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 or breakdown immediately.

Flow Cytometry & FACS Core Facility
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http://www.zmbh.uni-heidelberg.de/Central_Services/FACS/default.html

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Service Appointments and Instrument Booking

Reservations of the analytical instruments by the online booking system are possible for authorized and trained users.

Service appointments for cell sorting or cell analysis must be arranged directly with the facility staff, either by e-mail, phone or in person.

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 by notified immediately.

The user who has booked a free slot or has arranged a service appointment with the facility first has priority above any later requests. If users at the same time request a certain time slot priority is given according to the respective user class – first class 1, followed by class 2, followed by class 3.

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.

Biosafety Regulations

All users of the facility have to follow the legal regulations of Gefahrstoffverordnung, Biostoff–verordnung and Gentechniksicherheitsverordnung. The facility staff must be considered before working with any hazardous substance or organism in the facility. Users are obligated to provide complete information about risk and safety level (GenTSG, BioStoffV) of the material they are working with. Only biological material, that meets the safety conditions of protection level S1 (BioStoffV) can be analyzed or sorted in the facility. Eating and drinking in the facility is not allowed.

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, 31 March 2017   Dr. Monika Langlotz, Head of Facility

Appendix

Price List

Cell Analysis: BD FACSCanto and BD FACSCanto II
Prices for service use or autonomous use

User Class		Price/h
1. **Intern-Academia**	Heidelberg University Natural Sciences, DKFZ-ZMBH-Alliance	30,00 €
2. **Extern-Academia**	Heidelberg University Medicine and Clinics, DKFZ, MPI, EMBL, Research Institutes	70,00 €
3. **Extern-Corporate**	Companies	95,00 €

Cell Sorting: BD FACSAria III
Prices for service use

User Class		Price/h
1. **Intern-Academia**	Heidelberg University Natural Sciences, DKFZ-ZMBH-Alliance	40,00 €
2. **Extern-Academia**	Heidelberg University Medicine and Clinics, DKFZ, MPI, EMBL, Research Institutes	80,00 €
3. **Extern-Corporate**	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