



Flow Cytometry Facility of the IGBMC

CHARTER

Date _____

Name _____

Team _____

This charter has been established in order to get optimal functioning of the facility.

Full respect of this policy is essential and disrespect could lead to access denial.

Primary access to the facility

Opening hours: Monday to Friday from 9:00 AM to 6:00 PM.

We advise every new user to come to the facility and discuss with the member about his project.

User has to fill the "service request form" to describe every new project.

[Service Request Form](#)

Usage of the facility equipment

Access to the equipment of the facility is granted after:

- The terms of this policy have been accepted by the team leader and the user.
- The user has been trained exclusively by the personal of the facility.
- A supervised session by the personal of the facility after the training.

Once these conditions are fulfilled, autonomous usage will be granted.

Reservations of the facility equipment

Access is regulated by booking via the online booking OUTLOOK for internal users.

- Autonomous users can book themselves via OUTLOOK.
- Non autonomous users should take the reservations in agreement with the staff because, they need our assistance during the session.
The booking can be done by mail, phone, or directly by coming in the facility.

Access for external users has to be done by mail, or phone contact.

General rules concerning the booking

- No booking for the whole day without authorization of the staff member.
- Try to book the time that you really need and not the double or just the half time.
- More than 1 hour late will be charged for half of the time.
- Warn in case of any delay or modification.
- Respect your sorting or analysis slots.
- Don't book slots in advance if you don't really know if you will use it!
- Don't forget to add 30 minutes in your slot to do the "washing procedure". It won't be charged.

Modification / Cancelation

You can cancel or modify your reservation slots:

- Directly via OUTLOOK if you have done your reservation by yourself.
- Send an e-mail to prevent the facility.

If you cancel less than 24hr you HAVE to send an e-mail to the facility. Half of the reserved time will be charged.

Sample preparation

- To prepare properly the samples you can find below the basics of sample preparation, safety factors related to sample preparation, and the choice of control samples.

Sample Preparation

- Please don't forget to bring a negative control or/and single cell colors if necessary.

Assistance

An assistance session can be requested in advance with a staff member.

Data Handling

- The acquired data cannot be stored on hard drives and must be transferred immediately.
- The acquired data should not be visualized or processed on the analyzers but on off line computers.
- You can export all the templates on the hard disk of the instrument and create a special folder for each of your experiments.
- After 3 months, the facility is allowed to erase the data without notice.

Charging

- The time for starting, setting up cell sorting in tubes, cleaning is not charged.
- The time needed for setting up single cell sorting is include in the charges.

Cleaning procedures

After each analysis or sorting slot, users need to follow strictly the cleaning procedures of the instruments.

To clean the fluidics of the analyzers:

1. Press RUN and HI on the cytometer fluid control panel.
2. Install a tube containing 3 mL of a cleaning solution on the SIP with the support arm to the side (vacuum on) and let it run for 1 minute.
For the cleaning solution, use BD FACS Clean solution.
3. Move the tube support arm under the tube (vacuum off) and allow the cleaning solution to run for 5 minutes with the sample flow rate set to HI.
4. Repeat steps 2 and 3 with BD FACS Rinse solution and DI water.
6. Press the STANDBY button on the fluidics control panel.
7. Place a tube containing no more than 1 mL of DI water on the SIP.
A tube with 1 mL of DI water should remain on the SIP to prevent salt deposits from forming in the injection tube. This tube also catches back drips from the flowcell.
Caution! Do not leave more than 1 mL of water on the SIP.

To clean the fluidics of the Cell Sorters:

1. Load the cleaning tube with BD FACS Clean solution and allow the cleaning solution to run for 10 minutes with the sample flow rate set at 11.
2. Repeat steps 2 and 3 with BD FACS Rinse solution and DI water.

Waste tank have to be emptied after each use.

Anything left behind will be discarded without notice.

Thanks to follow strictly all these instructions in order to preserve an optimal functioning of the instruments!

Switching-off

Systems must be switched off by the last user of the day according to the booking calendar.

Incidents

Any incident or problem have to be reported immediately to the facility member.

Signatures

User:

Team Leader: