

Inserm UMR 1291 – CNRS UMR 5051
Institut Toulousain des Maladies
Infectieuses et Inflammatoires

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Rules of procedure of Cytometry and Cell Sorting Core Facility

Name/First name :

Status :

(CR, ITA, post-doc, thésard...)

Scientific Head :

Email :

Team :

Tél :

This regulation establishes the good use of the services offered by the INFINITY's flow cytometry technical platform. The technical platform provides 6 cytometers analyzers (LSRII, LSR-Fortessa, Fortessa X20, Symphony, MACSQuant 10 and MACSQuant VYB), 3 high speed cell sorters (FACSARIAII-SORP, FACSARIAII and FACSARIA-FUSION) and 1 image cytometer (ImageStreamX).

1 - ACCESS TO THE CYTOMETRY FACILITY

Teams wishing to use the facility's equipment must first complete the "application form" (see Annex 1) and return it to the service staff.

- For self-service machines (cytometers analyzers) each new user must be initially trained by the service engineers on the system(s) he wants to use. **This training is mandatory**. The user can access the booking schedule after opening online (<http://www.cptp.inserm.fr>) an account with a login and a password. He can then manage his own account (modification, deletion of bookings ...). Users undertake to not book slots **more than 2 weeks in advance**. In the case of a need for assistance, it is imperative to contact the engineers of the platform before booking online.

The user must choose the cytometer; specify the start time of booking and its duration. The maximum booking period is 3 hours per day (between 08:00 and 19:00). In case of additional need, the user must use the machines at the end of the day.

The user also agrees to not use the LSRII and LSR-Fortessa for all applications compatible with other analyzers. At the end of each session, the user have to fill the user's manual placed next to the cytometer, indicating his name, first name, laboratory and the duration of use of the system. In case of modification of the effective duration of the session (decrease or prolongation of the session) the user must postpone this modification on the schedule. **This change can be made no later than 3 hours before the chosen time.**

External users who don't have access to the booking schedule should contact the facility's staff.

- For cell sorters, it's imperative to make an appointment with the managers to discuss the project and establish the booking schedule. The sorters are not self-service; they are under the responsibility of the facility's staff. Each user undertakes to respect the protocol of sample's preparation to be sorted. Any cancellation of the sorting experiment must be reported as soon as possible; a withdrawal the day before or the same day will be billed for 1 hour, except in cases of force majeure.

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2 – CLEANING AND SHUTDOWN OF CYTOMETERS

At the end of the session, the user undertakes to follow the washing protocols indicated next to each cytometer. Changing the sheath fluid and waste disposal must be done by users. **Everyone is responsible of the cleanliness of the cytometer at the end of the session.** The last user of the day will have to shut down the entire system according to the protocol indicated for each cytometer.

3 – VIGILANCE COMMITMENT

The user undertakes to report immediately to facility's managers any dysfunction that he may have noticed or cause on the facility (malfunction equipment, clogging, computer problem ...).

4- HEALTH AND SAFETY

All facility's users must have followed a "newcomer" Health and Safety's training (see with the AP ("Assistant de Prévention" or "Safety Assistant" of the research structures). Users must provide all the information about the possible risks of their samples for both the manipulators and the equipment (pathogens, viruses, etc...). The transport of L2-type samples between laboratories located on other sites and the facility is subject to regulation and requires a **triple approved packaging, labeled, with the name of the sender and his telephone number.** We keep this regulation at your disposal, as well as the contact details of approved packaging suppliers. The facility reserves the right to not carry out a project if the samples present risks.

5- CONFIDENTIALITY AND STORAGE OF DATA

The data acquired on each computer's facility is not protected. These datas must be retrieved by everyone and deleted regularly so as not to saturate the computer system. Each user has **48 hours (working days) to retrieve and delete the data from the cytometers. Facility's staff will have the right to delete the data if the user did not do it.** For a good transfer of your data on the server you must strictly follow the proper registration procedure. **The durability of the data is under the responsibility of each user. The technical platform does not ensure the storage of data.**

6- PRICING

The current pricing is the one displayed on the facility website. The manager undertakes to pay the sessions performed on all machines.

7- PUBLICATIONS

In accordance with the general charter of the INFINITY and TRI's technical platforms, the users undertake to quote the facility either in the thanks (sentence type: "We thank Anne-Laure Iscache and / or Valerie Duplan-Eche and / or Fatima-Ezzahra L'Faqihi for technical assistance at the flow cytometry core facility of INSERM UMR 1291, Toulouse") or in the experimental part of the publications, or to include the staff as coauthors according to their involvement in the project. **Publications produced with the use of the service must be communicated to the engineers of the core facility.**

The facility managers reserve the right to prevent access to a user by blocking his account in case of non-respect of rules set out in this document.

After reading the document, the user and the scientific manager of the project undertake to respect these rules of procedure.

Toulouse, date :

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Signature of Scientific Head

Signature of User

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