

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 :

Tel :

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 (LSR-Fortessa, Fortessa X20, Symphony, MACSQuant 10), 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 each new user must be initially trained by the service engineers on the system(s) he wants to use. **This training is mandatoy.**

The user can access the booking schedule after opening online (<https://trigenotoul.com/>) an account with a login and a password. He can then manage his own account (modification, deletion of bookins ...). The bokings open **2 weeks beforehand**. In the case of a need for assistance, it is imperative to contact the engineers of the plateform before booking online.

The user must choose the cytometer, specify the start time and its duration. **The maximum booking period is 3 hours per day**. In case of additional need the user must use the machines before the start of the day (before 8h00) or at the end of the day (after 18h00).

At the end of each session, the user must fill in the logbook next to the machine, indicating his/her surname, first name, team and the length of time the machine was used. As the billing hours are calculated from the website, if there is any change in the actual duration of the session (reduction or extension of the session), the user must inform the platform staff so that the change can be entered in the electronic diary.

External users who do not have access to the booking schedule should contact the platform.

- For the cell sorters, it is imperative that the people contact the platform to talk about the project and book a reservation. Only one sorter (ARIAII) can be used in autonomy after having followed an obligatory formation. The booking schedule for all sorters is managed by the people of the platform. Each user accepts to respect the protocol for preparing the samples that will be sorted. **The minimum time of billing is 1 hour.** Every cancellation of sorting experience must be signaled as soon as possible; **a withdrawal the day before or the same day will be billed 1 hour per sorter and half-day**, except in very special cases. For autonomous sorting, if the user forgets to carry out the switch-off procedure, **this dysfunction will be invoiced extra, taking into account night-time hours.**

2 – EXTINGUISHING AND CLEANING MACHINES

At the end of the session, the user accepts to follow the rinsing protocols indicated next to each machine. All users are responsible for changing the FacsFlow and disposing of the waste. **Each user is responsible for leaving the equipment in a clean condition at the end of the session.** The last user of the day must switch off the entire system in accordance with the protocol indicated for each machine.

3– COMMITMENT TO VIGILANCE

The user commits to signal immediately any malfunction that he could have seen or be responsible (dysfunction of a machine, clogging, informatics problem ...).


4- HYGIENE AND SAFETY

All users of the platform must have undergone "newcomer" health and safety training (see the APs of the research facilities). Users must provide all the information on the samples concerning the possible risks for both the manipulators and the equipment (pathogens, viruses, etc.). The transport of L2 samples between laboratories located on other sites and the platform is subject to regulations and requires **approved, labelled packaging with the sender's name and telephone number.** We can provide you with details of these regulations and of approved packaging suppliers. The platform keeps the right not to carry out a project if the samples present risks.

5- CONFIDENTIALITY AND DATA STORAGE

The platform's staff accepts to maintain a strict confidentiality regarding the users work and projects.

The data acquired on each computer is not protected. These data must be recovered by everybody and deleted regularly to not saturate the computers. Each users disposes **of 48 hours to recover and delete the data on the cytometers. The platform's staff will delete de the data if the user has not done it.** To ensure that your data is transferred correctly to the server, you must strictly follow the appropriate registration procedure. **Data durability is the responsibility of each user. The platform does not store data.**

République française	 <p>INSTITUT TOULOUSAIN DES MALADIES INFECTIEUSES ET INFLAMMATOIRES</p>	<p>Plateau technique de cytométrie et tri cellulaire FE. L'Faqih-Olive, V. Duplan-Eche, AL. Iscache cytometrie.infinity@inserm.fr Tél : 05. 62. 74. 83. 90 / 05.31.54.79.11</p>
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6- BILLING

The pricing used has been validated by the piloting comity of the platform. The team manager accepts to pay for the sessions carried out on all the machines.

7- PUBLICATIONS AND COMMUNICATIONS

In accordance with the general chart of the INFINITy and TRI technical platforms, **users accepts, at the very least, to mention the platform by name of one or more of the platform's staff** : (model sentence* : « Flow cytometry experiments were done at the INFINITy-INSERM UMR1291 core facility connected to Toulouse Réseau Imagerie network, member of the France-BioImaging national infrastructure supported by the French National Research Agency (ANR-10-INBS-04). We thank X and/or Y for the help with ...” (please include names and contributions according to the work done) **in the acknowledgments of publications, written or oral communications.**

The platform provides technical and scientific services thanks to the expertise of its staff. Depending on their level of involvement, the project's scientific leader accepts to involve the platform's staff as co-authors in publications, oral and/or written communications (with no positioning requirement).

Level 1 : After the formation validated by a member of the platform's staff, the users does the experience in full autonomy on the machines. The staff remains available for any advice (help in setting up the sample preparation protocol, simple design of panels with up to 10 markers). *In this case, the model sentence* is mandatory in the acknowledgments without having to associate the staff in co-writer.*

Level 2 : The platform's staff will assist the user with some of the experiments required to complete the project : design of complex panels (more than 10 markers), standardisation of experiments, advanced data analysis, participation in writing the article and/or communications (materials and methods, graphs, etc.).

For the cell sorting, if an optimization of the experience is done by the platform's staff (advice on the panel, sorting strategy, standardisation...) the service is included in level 2. *In this case, the staff member **must be** in the co-writers that sign the publication, oral or witten communication.*


In all the cases, every publication and/or communication done with the utilisation of the platform must be communicated to the members of the platform.

The platform managers reserve the right to prevent access to any user by blocking their account if the rules set out in this document are not respected. After lecture of the document, the user and scientific head agree to comply by these internal rules.

At Toulouse, the

Signature du scientific head

Signature of user

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