

# User rules and regulations for using the Flowcytometry Core Facility

## General rules

### **First time use of instruments:**

All users must be trained by CFFC staff before any instrument are used. A new user will always start with full support.

Repeated violation of the rules or misuse of the instruments may result in withdrawal of user access to the instrument, either temporarily or permanently.

The user has full responsibility for breakdowns due to mishandling of the instrument and will be asked to pay for spare parts and service hours to correct the issue.

### Opening hours and access to CFFC:

Standard access to CFFC is from 8 am to 6 pm. If you need to work later than 6 pm or during the weekend, please contact us at [facsmailbox@sund.ku.dk](mailto:facsmailbox@sund.ku.dk)

Since CFFC is open 24h per day, please make sure that the door is properly closed when entering and leaving.

Users are responsible for whom they allow into the core facility.

### Food, drinks and cleaning:

Food is not allowed in CFFC areas. Beverages are allowed in rooms with computers for analysis. No beverages are allowed in the rooms with instruments.

Leave the rooms at CFFC clean and ready for the next user (hopefully, as you found it). Please notify the staff if you find that any of the Core Facility's areas in an unacceptable state.

## Safety in the facility

### **General concern:**

Use of biological and chemical substances cannot be avoided in the facility, but you must make sure you are not putting anyone using the facility in danger.

!!! If in doubt, ask before you start !!!

### **Biological safety:**

Microorganism can be used on analyzers if the sample is fixed before it is put on the instrument. Bacteria and Archaea may only be used with the permission of the staff.

Any material of BSL2 or GMO2 origin can only be used at the FACSJazz and FACSMelody instrument be it sorting or analysis.

BSL2 or GMO2 material is to be transported according to the rules: in a closed box clearly labeled with sticker, when you enter the facility. Excess materials that are not used in the facility must be disposed of at your own laboratory. Waste from instruments must be disposed immediately after you are finished working on the instrument.

You must provide us with your current GMO2 permission, prior to when you begin working in the facility, and you must have received training by us if you are to work with GMO2 material without full support.

**Chemical safety:**

Chemicals, such as paraformaldehyde and propidium iodine, that are routinely used in flow cytometry, can be used in the facility. Any other hazardous chemical must be cleared by the staff before it can enter the facility. All samples that contain hazardous chemical must be labeled clearly before it enters the facility.

**Gloves:**

Gloves may NOT be worn when operating the key-pad for entry, button for exit, doorknobs, switches etc. You may use gloves when handling samples.

**Lack of proper conduct:**

In case we find that the rules regarding biological or chemical materials are violated, lack of proper conduct with GMO2 material, or lack of valid permit for GMO2 work is discovered we will take immediate action. Dependent on the severity, the user may lose access to the facility and/or be reported to PI and biosafety officer.

[Booking and cancellation](#)

**Online booking:**

In order to use an instrument, you must book time by using the online booking calendar [www.flowcytometry.ku.dk/booking](http://www.flowcytometry.ku.dk/booking). Between 8am and 6pm you can book the analyzers for 3 hours at a time. No double booking, also not by using other names, are allowed. Between 6pm and 8am you can book as many hours as you want.

**Bookings are personal:**

You are not allowed to book an instrument for someone else.

**Punctuality:**

Punctuality is a must even on evenings and weekends. If you need more time than you booked, please check the booking calendar and if available, you may book the required extra time. If you cannot, please e-mail us stating how long you used the system. It is your responsibility to keep the ratio between booking and usage close to 1.

**Billing:**

Invoicing is based on both booked and used time. In general, billing will be based on your booked time; however, if the ratio between used time (time log on) and booked time is much higher than 1, the log-on time will be taken into account.

**Cancellation:**

If you need to cancel your session, please do so in the booking calendar as soon as possible letting other user book the instrument.

Cancelling in the booking calendar is only possible up to 24h prior to your session. If you need to cancel with a shorter notice, please send an e-mail to [facsmailbox@sund.ku.dk](mailto:facsmailbox@sund.ku.dk). Thereby, we can inform the user

before you that you will not be using the system. This is important if you are the last user of the day on any of the instruments. If an instrument is left on overnight a fine of DKK 1500 will be charged for each laser in the instrument.

## Cleaning and shutdown

### **Cleaning:**

After use, you should clean the instrument according to the instructions you got through training. If you have not received instruction or are unsure about the procedure, please contact a member of the staff.

### **Turn off the instrument:**

Before leaving, check whether the instrument is booked within the next two hours on our website from the work stations in the analysis room. If an instrument is not booked within the next two hours, please turn the system off as instructed in the training session.

### **Report problems:**

If you detect any problems when using an instrument, please report it by sending an e-mail to [facsmailbox@sund.ku.dk](mailto:facsmailbox@sund.ku.dk).

### **Support:**

If you have any doubts on how to use the instrument, please contact the staff.

## Rates for odd hours

### **Workdays between 6pm - 8am and holidays/weekends:**

On workdays from 6pm to 8am, on holidays and in weekends, the rate for using CFFC's instruments is half price.

### **Support between 8am - 4pm:**

Please note that CFFC staff offers support between 8am - 4pm on workdays. Therefore, if you require support, you can only use the CFFC instrument during this period of time. If you need full support after 4pm, please contact us at [facsmailbox@sund.ku.dk](mailto:facsmailbox@sund.ku.dk). If you have "do-it-yourself" rights, you are welcome to use the facility at any time, dependent on your user status.

## Data

### **Storage of data:**

CFFC is not responsible for your data. Any data left on the controller hard-drive following a session is not safe will be deleted without backup. Store all data on your network drives (P: or Q:). If access to network drives are unavailable, temporary storage on the controller can be allowed, but all data must be moved as soon as possible.

### **Internet access:**

Internet browsing, downloads of any kind, mail check etc. is not allowed using the controllers! If you need access to internet please bring your own laptop and use the available Wifi network.