

## FLOW CYTOMETRY CORE FACILITY – TERMS OF AGREEMENT

The Flow Cytometry core facility of the University of Geneva offers expertise to assist and advise users on experimental design for flow cytometry, sample acquisition, and data analysis. The facility also provides hands-on support for cell sorting and cloning services.

The facility is accessible to both internal users (University of Geneva and HUG) and external users (industry and other academic groups)

Some flow cytometers and PC workstations are accessible 24/7.

Training sessions and cell sorters are available by appointment during working hours, from 9:30 a.m. to 5:30 p.m.

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### Facility User Terms and Conditions:

#### 1. New Users Must

- a. Create an account on [PPMS](#)
- b. Contact the facility (FlowCytometry@unige.ch) to:
  - i. Activate their badge
  - ii. Explain and discuss their flow cytometry project
  - iii. Request training on the appropriate instrument

#### 2. Training (Theoretical and Practical)

- a. Schedule a training appointment. Depending on the instrument, training session may last up to 4 hours. Cell staining should be prepared in advance by the trainee
- b. Training is provided when the project is ready and about to start; i.e cells/animal model are available, the FACS panel is designed, antibodies and reagents are available
- c. Training sessions are limited to a maximum of 3 attendees
- d. For training to be effective, regular practice on the flow cytometers is required. If this condition is not met, the user may lose priority for additional training requests, particularly on the same machine
- e. Due to limited staff availability, training sessions are not offered during the summer break or Christmas holidays

#### 3. Assistance on Machines

- a. Must be booked in advance
- b. Should be arranged before the launch of the experiment (waiting time could exceed 3 weeks)

#### 4. Instrument Bookings

- a. Booking rights on PPMS are granted only after completing training on the corresponding instrument
- b. We allow reservations exceeding users' experimental needs, but we kindly ask you not to extend this time by more than one hour to ensure access for all users
- c. Last-minute cancellations or modifications are free of charge, BUT users must notify the facility team and the next user. If the user is the last of the day, they must turn off the instrument
- d. Cell sorters cannot be booked for self-use but require assistance. Contact the facility before starting experiments, as the waiting period for available slots may exceed 3 weeks

#### 5. Instrument Usage

- a. Users must operate instruments following established procedures, i.e use of appropriate tubes and reagents, washing steps
- b. The last user of the day must shut down both the computer and the instrument according to procedures
- c. PC workstations are free of charge and do not require reservations; on a first-come, first-served basis

#### 6. Pricing

- a. Instrument usage is charged based on time logged in and out on PPMS
- b. Billing occurs monthly
- c. [Fees](#) have been calculated according to recommendations of the Swiss National Foundation (SNF) and billing is compatible with SNF funding

#### 7. Biosafety Level 2 (BSL-2) Area

- a. Users must follow BSL-2 facility good practice (see Appendix 1)
- b. Access to the facility is restricted to users who have completed biosafety training. It is the responsibility of each group leader to ensure that their staff has completed the training before accessing the facility
- c. BSL-2 samples must be capped and transported in a closed box
- d. Users must wear appropriate personal protective equipment (lab coat and gloves provided by the facility)
- e. Eating and drinking are prohibited in the facility

#### 8. Data Storage

- a. Users are responsible for archiving their data
- b. Data retrieval via USB or external hard drives is prohibited on instrument-linked computers (this is permitted only on PC workstations). To transfer data, users must utilize PC-Scratch server. Note: PC-scratch IS NOT suitable for data storage; the facility staff may empty it as necessary without notifying users

- c. The facility guarantees data storage for 1 month, after which data are archived and removed from computers (except in TEMPLATE folders)

#### 9. Data Analysis

- a. Data obtained at the facility are the exclusive property of the research laboratory and/or the user conducting the experiment. Use of these data by facility staff requires explicit agreement with the user or their supervisor
- b. The facility provides access to 15 FlowJo dongles free of charge via SX Virtual link. Please contact the facility to install the software on your PC
- c. 2 FlowJo dongles are available for MAC users (upon booking on the [website](#))
- d. Users can request data analysis assistance from facility staff (appointment required)
- e. The facility declines responsibilities for data analyses not conducted under its supervision

#### 10. Responsibilities of the Flow Cytometry Facility

- a. The staff will strive to meet user's needs through continuous improvement, training and updates on equipment and analysis software
- b. The staff will strive to deliver high-quality service to all users
- c. The staff aims to make users as self-sufficient as possible on various instruments and data analysis
- d. The staff will supply all necessary consumables required for proper instrument use
- e. The staff will inform users of any equipment malfunctions that may affect experiment results
- a. The staff will respond to user inquiries as promptly as possible

By signing this document, the user agrees to comply with all access conditions and facility rules as outlined. The staff reserves the right to deny access to users who would not follow facility rules.

User's name: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Date: \_\_\_\_\_

User's signature: \_\_\_\_\_ Supervisor's signature: \_\_\_\_\_

Please return this form to [FlowCytometry@unige.ch](mailto:FlowCytometry@unige.ch)

#### Appendix 1: BSL-2 facility good practice

## BIOSAFETY LEVEL 2 (BSL-2) FACILITY - GOOD PRACTICES -



### SAMPLE TRANSPORTATION

- All sample tubes containing BSL-2 material must be capped and carried in a closed break-proof/leak-safe box

### WITHIN THE BSL-2 LABORATORY

- Doors and windows must be closed during work
- Food and drinks are prohibited
- Needles and sharp materials are prohibited
- Good laboratory practice must be followed
- Personal protective equipment required (see below)
- Workplaces must be perfectly clean and work surfaces are disinfected when the work is finished with Ethanol 70% provided by the facility

### PERSONAL PROTECTIVE EQUIPMENT

- Gloves and lab coats are provided by the facility
- Since the risk of spillover is low, the lab coats are reusable (users must write their name and leave it on the hangers into the BSL-2 lab)
- If a lab coat is contaminated with infectious material, it must be eliminated
- Hands must be washed after work and before leaving the laboratory

### FLOW CYTOMETERS - OPERATING PROCEDURES

16 min cleaning is required at the end of each booking (included in the booking slot)

5 min with **Clean** solution (=bleach)

3 min with **H<sub>2</sub>O**

5 min with **Rinse** (Fortessa) or **Blue** (Cytotflex) solution (=detergent)

3 min with **H<sub>2</sub>O** (then record 1 min on the Fortessa)

### WASTE

- Liquid waste must be inactivated in bleach-contained tanks
- Solid waste is eliminated in the red containers

### EMERGENCY SITUATIONS

- Eyewash stations are available in case of accidental spillover
- Accidents must be immediately reported to the BSO:  
Pr Mirco SCHMOLKE or Pr Camilla JANDUS or Audrey MACIEJEWSKI (STEPS)