

Cell Analytics Facility – UNIFR

Usage Policies

General Informations

The Cell Analytics Facility (CAF) is run by the Section of Medicine of the University of Fribourg.

The core facility provides access to shared instrumentation and software for state-of-the-art flow cytometry and cell sorting, as well as some process for sequencing library preparation.

The core facility staff's mission is to assist you along the path of your experimental planification, from sample preparation to data analysis.

Note that guarantee on device performance and / or experiment outcome is not given.

The user and their supervisor subscribe by following the training to treat material and instruments carefully, report any irregularities to the facility staff and book via the official facility instrument booking system before using a cytometer.

The Facility keeps the right to exclude user that are not respecting the rules and policies of the Facility.

If the user is not following the policies of the facility and the SOPs of the instruments, the Facility keeps the right to bill the instrument reparation.

Cell Analytics Facility Instrument access

- **Who:**

Our services and facility are available to all research groups from the University of Fribourg and associated Institutes (e.g. Adolphe Merkle Institute), as well as researchers from other universities or companies, upon registration.

With research groups we refer to group leaders or principal investigators (PI) who have her/his own funding (research grants) including the collaborators paid via financial resources of the PI.

The core facility is also accessible to external users upon request to the CAF staff members.

- **Which instrument:**

Once you want to use an instrument from the CAF, please contact the staff members (cellanalyticsfacility@unifr.ch).

They will contact you to discuss your experiment details (in person or by mail), to guide you for the choice of the more suited instrument.

You can find all available technologies on the CAF website: <https://www.unifr.ch/scimed/facilities/en/facilities/cell-analytics/>

You will have to fill the **registration form** from the CAF after this meeting.

- **How:**

All first-time facility users must complete a training session (theoretical and practical sessions) with the facility staff for any given instrument they intend to use.

Training sessions for all instruments are **free of charge** and shall be arranged with the CAF staff members.

The access to a second instrument using **similar technology** will be given by only following the practical training on this specific instrument.

Access to the instruments will be granted upon completion of the training on the instrument, filling of the registration form and signing of the CAF Policies. Users will also receive access to the CAF room and booking system, as well as specific folders for data transfer.

Access to the core facility room is controlled by locks with card readers. Once the UNIFR has granted the access, the campus card needs to be updated at one of the campus cards machines.

It is not allowed to access the instruments with login credentials of other users, or to access another instrument without proper training!

For cell sorting and NGS sample preparation: please contact the CAF by email with your needs and preferred dates of experiment, MINIMUM 8 days in advance. The cell sorter calendar is openly available on Open IRIS for consultation.

Instrument usage

All instruments under the care of our core facility are complex, delicate, and expensive. Please handle them with care. If in doubt, please ask the core facility staff for assistance and advice.

Booking is mandatory and must be done through the OPEN Iris online booking system (<https://openiris.io>). Only trained users can book and use instruments.

Please match instrument real usage with booking time! The fees are calculated based on bookings.

Users that are not booking accordingly to their use of the instrument will be first advertised, and then charged 200.– if an un-booked usage of an instrument happens again.

Start-up, cleaning, and shutdown procedures as described during practical training and on SOPs for each instrument must be followed.

The last user of the day is responsible for shutting down the instrument he/she has been using.

- **Problems / Issues / Bugs:**

Our instruments can break. Reporting issues rapidly contribute to ensure the smooth operation of the infrastructure and allows a rapid repair.

This is valid for instruments as well as for computer related issues, at any level.

The users are responsible for reporting any irregularity or issues observed to the CAF staff members as soon as possible:

- cellanalyticsfacility@unifr.ch
- Sarah.cattin@unifr.ch Tel: 8579
- Melissa.rizza@unifr.ch Tel: 8573

When reporting an issue please ensure to include the following:

- Short description of the problem
- Minimal, precise steps to reproduce the issue
- What you did to try to solve it (if applicable)
- Illustrating screenshots/photos/(video) of the problem/error message

Flow Cytometry samples

Samples must be **filtered** before running on any instrument. Each user must purchase his own filtering material.

5ml tubes for the acquisition must be purchase by the lab of the user. No material is provided by the facility.

On the analysers, **no BSL2 samples** are allowed (human, lentivirus...). If any doubt, please fix your samples.

Booking and cancellation rules

The instrument used autonomously are available every day from 7h00 to 23h00 including all non-working days. The following rules apply for the booking:

- Cancellation on analysers can be done up to 20min before your booking.
- You cannot book an instrument less than 20min and more then 4h in a row.
- You can shorten an ongoing booking if you will use the instrument less than expected, but not delete it.
- For any issue in changing your booking (increasing / deleting), please contact the CAF.

The Cell Sorter is available Monday, Tuesday, Wednesday, and Thursday from 9h00 to 17h00. A cell sorting session can only be booked by a staff member, but the calendar is available for consultation online on Open IRIS. There is a minimum of 0.5 hour booking slot for sorting. Sorts can be cancelled up to the day before without charge. Cancellations made less than 24 hours from the start of your booking will be fully charged.

The 10x Chromium Controller is available upon request between 09h00 and 17h00 Monday to Friday. A 10x session can only be booked by a staff member, but the calendar is available to read online on Open IRIS. These booking are for a minimum of 2h.

Data management

Part of the instruments with recent computer are connected to the UNIFR Bigdata server. You will receive the access to your research group folder to transfer your data upon completion of the instrument training.

For older instruments and cell sorting, please bring a clean-virus-free USB Key to transfer “fcs” generated data files on your own computer.

Every Monday morning, all data will be deleted from the instruments without notice. Users are responsible to save and backup elsewhere their data.

Any data that can be observed in the Cell Analytics Facility is strictly private and confidential and cannot be used or copied for personal experimentation or communication to others.

Usage Fees:

To cover the running costs of the core facility, research groups contribute to its budget according to their equipment usage.

Instruments are charged automatically based on the registration in the booking system.

The billing is calculated for all members of each research group and invoices are sent at the end of each quarter (four times a year) to the head of the laboratory (PI). The invoice contains a detail of all booking performed during this period.

Every year charges will be adapted depending on the number of used hours of the instrument (the more it is used, the less expensive it will be). The charges applied by the CAF comprise direct and indirect costs. For detailed explanations about the cost calculations and what budget you can use to pay the fees (SNF, EU, etc) please contact the core facility.

A yearly ceiling is applied for each instrument, determining the maximum number of usage hour per year at full price. Usage time beyond the ceiling will be charged half price.

Specific usage fee policies and conditions can be discussed with research groups having high instrument usages.

Actual fees are available on the facility website and on a details formular upon request.

Accreditation

Core facilities provide the wider research community with state-of-the-art instrumentation and expertise, which not only adds to, but also improves research outputs and funding bids. It is important to recognise the contributions of facility staff to the advancement of scientific research, both formally and informally, in all instances of technical assistance. Therefore, we ask scientists to acknowledge the UNIFR Cell Analytics in the following settings:

- Presentations of scientific work (seminars, conferences)
- Grant applications
- Publications in scientific journals

The type of recognition that is most appropriate will vary depending upon the contribution provided by the core facility:

- 1) All publications resulting from the use of instruments within the facility should, at the very least, acknowledge the CAF as a whole: “The authors

gratefully acknowledge the Cell Analytics Facility of the University of Fribourg for their support and assistance in this work”.

- 2) Where users have had significant help from a particular member of core facility staff and/or if they have generated additional data for the core facility user: “The authors gratefully acknowledge XXXXX XXXX (person name) from the Cell Analytics Facility of the University of Fribourg for the XXXX (what was done) support and assistance in this work”.
- 3) If scientists from the core facility provided essential conceptual and scientific input beyond the routine support that contributed to the publication, co-authorship on the publication reporting such data should be provided.

Please send a reprint of the paper, or an e-mail including the reference information for the publication, to core the facility.

This procedure will contribute to document why the facility should be maintained at a high level and continue being attractive.

I have read and I agree to the terms of usage described in this document from the UNIFR Cell Analytics Facility.

First Name:.....

Last Name:.....

Date: ____/____/.....

Signature:.....