

FLOW CYTOMETRY-CELL BIOLOGY CORE FACILITY

TERMS AND CONDITIONS

INTRODUCTION

This document specifies the duties and responsibilities of the Flow Cytometry Core Facility of UMS2008/US40 IBSLor as well as those attending to the users of the services.

The term "user" means:

- Any person (member/academic or private collaborator) who is using the service(s) of the Core Facility ;
- Any person who is using equipment of the Core Facility, either internal to the lab or external ;
- Any person who benefits from the services of the Core Facility for educational purposes.

CHAPTER 1: ACCESS TO THE SERVICE AND SETTING-UP OF A PROJECT

The Core Facility is opened to all users (members, academic institutions or private companies) from France or abroad.

Launching a project requires prior agreement between the person in charge of the Core Facility and the user, in order to define the objectives of the project and to specify the expectations and duties of each party.

For each project, the user must complete a Service Request Form in which the main points of the project are described. This request must be completed by the user. If necessary, assistance will be provided by the Core Facility's competent staff.

Feasibility of the project is assessed by the head of the Core Facility, taking into account both technical and human, available resources. The Core Facility is thus fully entitled to decline the execution of a project, for instance, because technical requirements are not met.

Upon receipt of the Service Request Form, a corresponding quotation will be sent to the user for approval.

No service will be initiated by the Core Facility before a copy of the signed quotation "Agreement Form" is received. Signature by the user (or his/her legal representative) is to be preceded by the hand-writing of "Bon pour accord" (which is French for "Agreement with the proposed service"). Also, Date/Name/Institution stamp are required (a scanned version, sent by e-mail, is accepted). The user should also issue the dated and signed, institutional Purchase Order (PO) in accordance with the quotation. Signed PO is mandatory for implementation of the service by the Core Facility.

All these documents should be sent by e-mail to both the head of the Core Facility, and IBSLor administrative/accounting service (ibslor-contact@univ-lorraine.fr).

CHAPTER 2: FINANCIAL TRANSACTIONS AND BILLING

The institutional Purchase Order (PO) should mention the following legal entity as a service provider:

CNRS Délégation Centre Est – UMS2008/US40 IBSLor
17, Rue Notre-Dame des Pauvres
54519 VANDOEUVRE-LES-NANCY

For information:

VAT registration number: FR 40 1800 89013 (Please always indicate this somewhere on the PO.)

An invoice will be issued only when the project is completed by the Core Facility (unless a specific requirement for billing in advance would have been expressed by the user).

Prices indicated by the IBSLor Core Facility are normally valid for one year. Some items can possibly have their prices updated during the financial year. Any project, for which a signed purchase order has been received, will not be affected by this price change.

CHAPTER 3: BIOLOGICAL SAMPLES

No unfixed pathogenic samples are allowed on the analyzer. After discussion, some unfixed samples may be accepted, provided that appropriate decontamination procedures are applied.

By signing this document, the user agrees to provide the head of the Core Facility and/or the person in charge of the equipment used for the project, with all information regarding potential risks (pathogenicity, transgenic/transformed cells, chemicals, radioactivity, etc.) pertaining to the samples. The head of the Core Facility is again fully entitled to decline to provide services if samples are deemed too risky towards the staff or the equipment.

CHAPTER 4: USE OF EQUIPEMENT IN FREE ACCESS MODE

The devices (equipment) of the Flow Cytometry Core Facility can be used in the free access mode, except for the devices listed below: MoFlo Astrios.

In the free access mode, the user is autonomous (independent) for the execution of his project. A prior training session by the person in charge of the device may be required. For the devices that are not freely accessible, handling of the devices is strictly restricted to the people in charge, or, exceptionally, to people fully experienced with the technique or device involved.

The user should be aware that the provided equipment is fragile and sensitive. In this respect the user is responsible for any occurring damage. In case of inappropriate use (no strict abidance with given instructions), the user acknowledges his/her liability to the expenses for reconditioning, repairing, or replacing the damaged equipment (or device parts) or for spoiled, chemical or biological reagents.

All users must strictly abide to the procedures for launching, and operating the equipment until its proper switch-off. These instructions are provided to the user or displayed in the vicinity of the instruments. These instructions can only be modified by the Core Facility staff, in accordance with the specifications of the equipment suppliers. In case of doubt, the user should always request the equipment manager for advice.

Access to the equipment is controlled only by the person in charge of the device, who ensures its preliminary preparation, and the initial training of the user (if necessary).

Reservation schedule is available for a better coordination of activities. Reservation for access to the devices (test keys and cytometer) is mandatory and must be made by the user: <https://resa-umsibslor.univ-lorraine.fr>.

No cancellation within the last 2 hours before the reservation starts is allowed. In this case billing will be done.

Service opening hours: from Monday to Friday from 08:00 AM to 06:00 PM. Outside these slots, a request must be made directly to the head of the Core Facility.

CHAPTER 5: DUTIES OF THE CORE FACILITY

In respect of quality management policy initiated by UMS2008/US40 IBSLor, the Core Facility is engaged to satisfy the needs of its users through the continuous update of knowledges and know-how, and in continuous improvement of performance of its equipment and continuous improvement of the organization of the service, according to current rules and regulations.

The Core Facility guarantees the mastering of your project by the quality and traceability of the results it provides you.

- Deliver high-quality service for the user.
- Train the user to be autonomous on certain devices made available (see chapter 3).
- Provide all necessary consumables required for proper use of the device.
- Systematically inform the user of any malfunctioning of the equipment, that is likely to

- impact the results quality.
- Provide response in case of any complaint from a user.

CHAPTER 6: HEALTH AND SAFETY RULES

Each user is required to comply with health and safety rules and good laboratory practices.

For obvious reasons of health and safety, it is essential to respect the following rules:

- Eating or drinking in the lab are prohibited
- Wearing a lab coat and gloves is compulsory.
- Respect the selective sorting of lab wastes generated during wet lab experiments (uncontaminated waste, glass, liquid chemical waste, biological waste...) is required
- Respect of Health and Safety instructions posted in the Biopôle in case of evacuation of the lab (e.g.: Core Facility abandon in case of a fire alarm ...).

CHAPTER 7: BACKUP AND STORAGE OF DATA

The user is responsible for the backup and archiving of his data.

The Core Facility guarantees to the user the storage of its experimental data during 3 months.

Users are responsible for their data and their transfer. A server is available for a one-year backup (or more if requested). This server also allows data to be transferred from the acquisition computer to the analysis computer.

It is forbidden to recover data with a USB key, or an external hard disk. The use of the Internet is reserved for file transfer and cytometry aids.

CHAPTER 8: INTELLECTUAL PROPERTY

The scientific data obtained for projects in the « **academic or industrial service** » mode are the exclusive property of the research laboratory and/or the user conducting the experiment. Use of these data by the Core Facility, can only be made with an explicit agreement of the user or his supervisor (project leader).

For projects conducted in a « **collaborative** » mode, the Core Facility is fully entitled to use the technical data acquired on control samples in order to continuously improve its services and their quality.

Both parties are engaged not to publish or disclose any scientific or technical information belonging to another party, and for which user or the Core Facility would be aware of during the execution of the project.

CHAPITRE 9: DISSEMINATION AND PUBLICATION OF THE RESULTS

For the projects conducted in « **academic or industrial service** » mode, the technological or technical contribution of the Core Facility must be acknowledged and explicitly mentioned in the Acknowledgements section of any document that would refer to results from data generated at the Core Facility.

To mention: « We thank XX from the Flow Cytometry Core Facility of UMS2008/US40 IBSLor (Université de Lorraine, CNRS, INSERM), F-54000 Nancy, France »

For any work carried out in a « **collaborative** » mode, the user is bound to associate the persons of the Core Facility involved in the project as co-authors of any publications/communications, that refers to results generated at the Core Facility.

To mention: « Université de Lorraine, CNRS, INSERM, IBSLor (UMS2008/US40), F-54000 Nancy, France »

A copy of the communication / publication (in PDF format) should be sent by email to both UMS2008/US40 IBSLor (ibslor-contact@univ-lorraine.fr) and to the head of the Core Facility.

CHAPTER 10: SATISFACTION SURVEY

As part of the quality approach set up by all Core Facilities of the UMS2008/US40 IBSLor and for the purpose of continuous improvement, a satisfaction survey will be sent to each user for each project as soon as this later is completed.

CHAPITRE 11: ACCEPTANCE OF THESE TERMS AND CONDITIONS

By signing this document, the user agrees to respect all the conditions for accessing and working on the Core Facility, and to abide to all the different points described in this document.

Any person who does not respect the commitments in this document, as well as the protocols and recommendations in use within the Core Facility, may then be deprived of further access to the Core Facility by the person in charge.

Done in _____

Date ____/____/____ (DD/MM/YEAR)

THE PI

(Please add the mention « read and approved », Name, Signature)

THE USER

(Please add the mention « read and approved », Name, Signature)

THE HEAD OF THE CORE FACILITY/EQUIPMENT

(Name, Signature)