User Policy

Analytical Flow Cytometry (BD FACSVerse™; BD Biosciences) Core Facility

Faculty of Medicine, Saarland University

§1 Preamble

The scientific use of the analytical flow cytometer (BD FACSVerse™; BD Biosciences) is a service facility of the Faculty of Medicine in Homburg. The analytical flow cytometer was acquired through an equipment investment procedure (INST 256/423-1 FUGG: application by the state of Saarland under the "Major Research Equipment" program pursuant to Article 91b of the German Basic Law). The application was submitted and approved by a consortium consisting of the research groups of Hoth (Biophysics, Saarland University), Lis (Biophysics, Saarland University), and Vogt (Dermatology, Saarland University Medical Center).

§2 Instrument and Location

The analytical flow cytometer (BD FACSVerse™, BD Biosciences) is equipped with three lasers (488 nm, 640 nm, 405 nm), FACS Suite software, a universal loader, and a flow sensor. The instrument is located in the Department of Biophysics, Center for Integrative Physiology and Molecular Medicine (CIPMM), Building 48 (1st floor, Room 01.01.17, Cell Biology II).

§3 Eligibility for Use

The flow cytometer may be used with first priority by the research groups that acquired the instrument through the “Major Research Equipment” funding program (see §1 Preamble). Any remaining available time slots may be allocated to all members of the Faculty, the University, and the Saarland University Medical Center. Additional users may be granted access upon request. All members of the Faculty, the University, and the Saarland University Medical Center (excluding the initial applicants, see above) have equal rights to access. Time slots are assigned in the order in which requests are received. Access for external users may be granted upon request, subject to availability. The use of the instrument is coordinated by the responsible scientist (Dr. Annette Lis, CIPMM, Tel.: +49 6841 1616318; annette.lis@uks.eu) or, if necessary, by designated representatives.

§4 General Rules of Use

4.1 After receiving proper instruction in the use of the instrument, users may operate the flow cytometer independently and at their own responsibility.

4.2 Each user must sign a declaration confirming that they have received instruction and have read and acknowledged the user regulations.

4.3 The BD FACSVerse™ is available for use Monday to Friday from 9:00 a.m. to 5:00 p.m. Bookings are made via an online calendar following prior personal registration. If a scheduled session cannot take place—e.g., due to equipment malfunction, servicing, prioritization of other users for scientific urgency, or absence of required support staff—the booking may be cancelled by the head of the core facility or authorized staff. No compensation or liability claims may arise from such cancellations. If measurement times

outside regular hours are required, arrangements can be made in consultation with the responsible personnel.

§5 Data Security and Data Protection

Regular users are provided with their own password-protected access to the FACS Suite software. Occasional users share a common user account. Both user groups are independently responsible for the security of their data. Each user is solely responsible for the archiving of their own data.

§6 Device Maintenance / Liability and Exclusion from Use

General maintenance of the instrument is the responsibility of the Department of Biophysics (Prof. Dr. M. Hoth). Technical servicing is carried out by the manufacturer. For any damage to the instrument, liability rests with the entire user consortium, subject to mutual agreement. Users are personally liable for damage resulting from improper or incorrect use. Users who violate the user regulations or the building rules may be temporarily or permanently excluded from using the instrument.

§7 Instrument Access Fees

To offset operational and maintenance costs, an hourly usage fee is charged. Fees are invoiced in accordance with the DFG flat rate (DFG Form 55.04 – 11/21) at a rate of €15 per hour for standard use. Booked time slots that are not used will be charged unless the booking is cancelled at least 48 hours in advance. Usage fees are invoiced to users after services have been provided, typically on a quarterly basis. The billing is based on the recorded booking times.

§8 Laboratory Safety

The location of the analytical flow cytometer (Room 01.01.17, Cell Biology II) is approved for genetic engineering work at biosafety level S1 (Prof. Dr. M. Hoth, E/3-C525.2.155-84/15-JO, dated June 29, 2015). It is the responsibility of each user to comply with the general safety regulations outlined in the S1 guidelines.

§9 Effective Date

These regulations take effect on February 1, 2022.

Homburg, Date: _____

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(Dr. Annette Lis or Representative) *(User)*