

# **Booking conditions and fees**

- Time is booked on a first-come first-served basis. The minimum booking time is 30 minutes for the analysers, and 60 minutes for the sorters.
- All experiments involving cells exposed to, or infected with viruses or bacteria need prior approval by CFFC before a booking is made.
- For using the Aria sorters a Sort-request-form must be filled in and signed.
- Maintenance will be performed by Core staff.
   The user is responsible for managing settings and compensations, running the samples, analysis and post acquisition cleaning.
   The last user of the day is responsible for the final shutdown of the machine.
- New users will require a training course in running the cytometer before time can be booked.
- Once a user has been authorized, weekend and after hours usage can be allowed.
- The use of USB keys is strictly prohibited on all CFFC PKZI computers connected to the instruments.
- Data storage is not permitted on any CFFC PKZI flow facility computer. The
  data on the CFFC PKZI computers connected to the instruments is limited to
  two experiments per user and up to 2GB per workgroup (AG). Files can be
  transferred directly to the network drive. From the network drive the data can
  be downloaded to your personal backup drive (e.g. USB stick).
- Data backup from unassisted use of core instrumentation is the sole responsibility of the user. CFFC cannot guarantee the availability of the data.

#### **Data Analysis**

At present the FACS Core offers several high end multi core analysis workstations equipped with the latest version of FlowJo and IDEAS. The computers are currently available free-of-charge to registered users of the facility. The computers are booked on a first-come, first-served basis through the online scheduling system.

Forschungszentrum für Immuntherapie Langenbeckstraße 1 Geb. 308A 3.OG 55131 Mainz



## **Pricing**

#### **Tariffs**

Operator Assistance before 9am and after 6pm: €100 / hour extra.

A table of our tariffs can be viewed on: <a href="https://www.cffc.uni-mainz.de/downloads/">https://www.cffc.uni-mainz.de/downloads/</a>

### Cancelling an appointment

The cancellation of an appointment must take place 24h before the appointment by email. If the cancellation takes place less than 24 hours before the appointment the entire booked time will be charged at 20 €/h for the Aria and 15 €/h for Image Stream and Symphony.

### Reservations

All members of the University Medical Center Mainz and the University Mainz have access to the FACS and flow cytometry machines within the core. For access to our online booking system, you must first register with the facility.

To register and/or book a time slot, please contact us at: <a href="CFFC@uni-mainz.de">CFFC@uni-mainz.de</a>