

## **Booking conditions and fees**

### **Reservations**

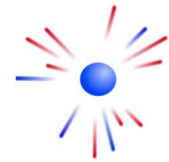
- All members of the University Medical Center Mainz and the University Mainz have access to the FACS and flow cytometry machines within the core. For access to our online booking system, you must first register with the facility.

To register please fill out the **User Registration Form** which you find here: <https://www.cffc.uni-mainz.de/downloads/> and send it to [CFFC@uni-mainz.de](mailto:CFFC@uni-mainz.de)

- 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. Please ask for access to our instrument calendar to check free time slots.
- All experiments involving cells exposed to, or infected with viruses or bacteria need prior approval by CFFC before a booking is made. <https://www.cffc.uni-mainz.de/downloads/> **CFFC PKZI BIOSAFETY**
- You need to fill out the latest Sort-Request-Form from our homepage and send it from your personal email account to [CFFC@uni-mainz.de](mailto:CFFC@uni-mainz.de) to get an appointment for our cell sorters. The Sort-Request-Form will be returned to you containing the booking confirmation. You can find our Forms here: <https://www.cffc.uni-mainz.de/downloads/> **Sort-Request-Form**

### **Usage**

- 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 shutdown of the machine.
- New users will be trained on the fly while processing their sample.
- Once a user has been authorized, weekend and after hours usage can be allowed.
- The use of USB sticks is not allowed 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 transferred to your personal backup drive (e.g. USB stick) on our workstations.
- Data backup from use of core instrumentation is the sole responsibility of the user. CFFC does not guarantee the availability of the data.

## **Data Analysis**

At present the FACS Core offers several high end multi core analysis workstations free of charge equipped with FlowJo, IDEAS, Microsoft Office and Cell Ranger. The workstations are currently available free-of-charge to registered users of the facility.

## **Pricing**

### **Full service FACS analysis:**

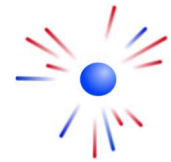
We offer to stain and analyze your PBMC sample in our facility. This includes the staining and acquisition of your sample. You will receive your data as FCS files. If a FlowJo data analysis has been agreed with CFFC, it is free of charge and a free bonus on top of the service.  
Please note: We cannot guarantee that every sample will give results.

The minimum count of required living cells is 500.000 per surface stain, 1.000.000 for intra cellular markers and 3.000.000 if cytokine production is to be analyzed. We charge 10€ for each surface color, 20€ for each intracellular marker and 50€ for each cytokine marker.

The minimum order volume is 2500€ and at least 25 samples in total. The samples need to be classified as S1.

We do not offer this service combined with FACS cell sorting at the moment.

If you are interested in this service please contact us at [CFFC@uni-mainz.de](mailto:CFFC@uni-mainz.de)



## **Tariffs**

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

The table of our tariffs can be viewed on: <https://www.cffc.uni-mainz.de/downloads/Tariffs>

## **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 accordingly to the table of our tariffs:

[https://www.cffc.uni-mainz.de/downloads/](https://www.cffc.uni-mainz.de/downloads/Cancellation_Form) **Cancellation\_Form**