



## Terms of use



### ***FlowCore Mannheim: Cell Sorting Core Facility***

Medical Faculty Mannheim, Heidelberg University  
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The FlowCore Mannheim is used by several internal and external working groups. Therefore, a planning of the experiment or sorting is essential. Prior to using the FlowCore Mannheim, the pertinent details and conditions need to be discussed in order to find out whether an experiment can be carried out in the planned way and how much time will be required, especially to plan the sorting time.

Appointments for the analyzer can be arranged using the online calendar labtiMA. With the entry into the online calendar, the user accepts the terms of use. Institute working groups are given priority appointments. The terms of use can be downloaded as a PDF file.

The equipment of the FlowCore Mannheim can only be used when the user has received an introduction and training by the FlowCore staff. Devices can only be used when the respective training has been completed; the training by our staff is mandatory.

The cell sorter is exclusively operated by employees of the FlowCore Mannheim. It is always advisable to plan experiments well in advance, feel

free to ask for assistance, for example in the selection of fluorochromes. Always bring the required controls with you!

## **Opening times**

Core times of the FlowCore Mannheim are from 9am to 5pm.

Appointments for the analyzer can be arranged using the online calendar labtiMA.

Sorting appointments must be arranged directly with the operator, as the cell sorter is operated only by FlowCore Mannheim staff. The use of the BD FACSCanto II outside the regular working hours is only possible for users who are experienced and capable of handling the device safely.

## **Responsibility and Liability**

All users are responsible for the daily maintenance of the equipment. After each use, the devices must be flushed within the booked time according to a set pattern so that the machine is available on time for the next user. A respectful handling of the equipment should be self-evident!

Every user has to check with the online-calendar if the device is booked afterwards. If the time period between the different booked users is longer than 30 minutes, the device must be turned off using the shutdown procedure. If the time period is shorter it can be left on standby. Errors and error messages of the instrument must be reported to the FlowCore staff in every case.

The devices of the FlowCore Mannheim can be operated independently if there has been a briefing by the respective staff. In case of damage that results from an improper or incorrect use, the individual user is responsible for the defects occurred.

The FlowCore staff cannot be held responsible for the occurrence of irrelevant or incorrect data.

## **Safety indication**

If infectious samples and/or hazardous substances are used, according to protection level 2-4. GefStV, please consult the FlowCore staff.

Material according to the S2 level and higher (GenTV) can not be analyzed and/or sorted. Human cells can only be analyzed and/or sorted, if they meet **S1/L1 conditions**. The BD FACSAria uses a liquid system, which generates aerosols. These aerosols can contain bacteria and viruses when sorting under high pressure is performed. Therefore, human cells can only be sorted when they are free of human pathogens.

## **Data backup and analysis**

Regular data backup is the responsibility of every single user. If data is lost, the FlowCore Mannheim cannot be held responsible. A backup of the hard disc is carried out in irregular intervals only; however, it can be accessed in case of emergency. Furthermore, data are protected against unauthorized access from outside by passwords.

Data must be periodically (preferably immediately) exported and deleted.

Data older than 3 months will be removed without any warning.

Data analysis can be performed directly on the BD FACSCanto II using the BD FACSDiva software; however, measurements are carried out with priority.

## **Important Information**

For the BD FACSCanto II all samples have to be measured exclusively in BD Falcon 5 ml polystyrene tubes with or without a lid (Order No. 352 032 or 352 052, respectively). No other tubes are permitted. The minimum volume is 200 µL, the maximum fill volume 2.5 mL.

It is absolutely mandatory to bring along the necessary controls for each experiment. 1) a negative control (cells without staining), 2) compensation controls in multi-color analyses (single-stained cells or beads) and for indirect staining, 3) a secondary antibody control (cells stained only with secondary antibody), etc...

Samples that contain aggregates and clumps must be filtered. Filters are available in the FlowCore Mannheim.

For the analyzer and sorter it is essential that you **SHOW UP IN TIME** or inform the operator of being late.

Please book a reasonable timeframe on the device, for example, do not book the device for two hours if you only analyze 10 samples!

## Acknowledgment

We are more than happy to answer all your questions.

To the current, the FlowCore Mannheim can be used **without any fee**. Thus, it is **obligatory to acknowledge the FlowCore Mannheim** and the Institute of Transfusion Medicine and Immunology in any kind of publication (doctoral thesis, abstract, publication). Please hand in a reference of any publication, e.g. a PDF for the necessary documentation. Dependent on the scientific input you should consider:

1. **Co-authorship:** Stefanie Uhlig, <sup>1</sup>FlowCore Mannheim and <sup>2</sup>Institute of Transfusion Medicine and Immunology, Ludolf-Krehl Str. 13-17, 68167 Mannheim, Germany

2. **Acknowledgment:**

“We like to thank Stefanie Uhlig, FlowCore Mannheim and Institute of Transfusion Medicine and Immunology, for excellent support.”

or

“We gratefully acknowledge the excellent support of Stefanie Uhlig, the FlowCore Mannheim and Institute of Transfusion Medicine and Immunology.”

Intense scientific input from Prof. Dr. Karen Bieback suggests a co-authorship (see 1).

## Last words

We look forward working with you and if you have any questions, please do not hesitate to contact us.

## Disclaimer

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