

Short instruction – Terms of use

Biosafety

- The user is obligated to follow the legal regulations of GefStoffV, BioStoffV and GenTG.
- Samples brought into and analyzed inside the Cytometry Facility must comply with the risk and safety level S1 of the BioStoffV and BSL-1 of the GenTG.

General Rules

- The user must wear personal protective equipment. It is mandatory to wear a lab coat, closed shoes all the time and gloves for working on the instruments.
- It is forbidden to wear gloves when touching the phone or door handles.
- The user must keep working bench and laboratory clean:
 - empty small waste bags into large before leaving
 - do not leave anything on the working bench or in the fridge e.g. sample tubes, plates
- The user must follow appropriate procedures regarding handling of potentially bio-hazardous material.
- Only registered material is permitted to be handled inside the Flow Core.
- In kind of problems with the devices the facility staff must be informed immediately.
- If misuse leads to time delay and/or device malfunction the responsible user will be charged for incidental costs.

Rules for use of instruments

I. Before measurement

- Firstly, check all fluidic levels of the buffer and waste containers. Refill buffer and/or empty waste containers, accordingly. Individual instruction can be found at each instrument.
- Following sample material must be filtered (pore size < 30 µm) directly before measurement:
 - tissue preparation (e.g. skin, spleen, brain, gut)
 - large adherent cell lines
 - cell samples with **low viability**
 - **Always check sample for aggregates and clumps! If you see “particles” by eye filtering is mandatory!**

II. Post measurement

Cleaning

- To assure constant quality of the flow cytometers all users must perform a cleaning procedure after each measurement session.
- The device specific operational instruction can be found at the different devices.
- Check fluidic levels of buffer and waste again!

Data handling

- Safety of data on the instrument computers will not be guaranteed by the Core Facility.
- The user is responsible to backup and save the data (transfer to storage media)
- The users are obligated to delete their own data files from the instrument computer after backup.
- It is not allowed to use the instrument computers for any other purpose than data acquisition and analysis.