

## Access card to the sorting service available at IFC

Since September 2014, a sorting service is available at the Institute of Clinical Physiology of CNR in Pisa (Entrance 11, second floor, room 70). The instrument used is the 2-laser FACSJazz BD sorter (488nm and 561nm).

The use of FACSjazz is open to all research groups, according to the following rules:

1-New users must send this form, completed in all parts and signed by the principal investigator, to the e-mail address [sorter@ifc.cnr.it](mailto:sorter@ifc.cnr.it). In the subject of the mail, please specify NEW USER.

2-Bookings are made by sending an email to [sorter@ifc.cnr.it](mailto:sorter@ifc.cnr.it) at least 1 week in advance. The booking form, completed in all its parts, must be attached to the email. In the subject of the email, please specify NEW BOOKING.

3-Bookings must be canceled at least 48h in advance, otherwise a penalty of 1h of sorting will be applied.

4-The sorting service is active every working day from 9am to 5pm.

5-In order to cover the costs of the service contract, the ordinary maintenance and the disposable material necessary for the operation of the instrument, the sorting service has a fee. The rates applied are as follows:

-research groups based in San Cataldo:

50euro / hour (VAT included)

-external research groups:

80euro / hour (VAT included).

6-The sorting is done by the technician dedicated to the instrument (Monica Evangelista) under her supervision.

7-The Cell Culture Laboratory adjacent to the room where the sorter is placed can be used for sample preparation, but must be booked in advance.

8-The filters needed for the preparation of specimens to be sorted, collection tubes and all types of tips are included in the service. Conversely, plates, flasks and other disposable materials necessary to handle biological samples are NOT included in the service. To access the sorter room, users must wear gloves and a lab coat.

9-The sorting results (a file in fcs format) are sent by email to the address indicated by the user and are stored for no longer than 2 months.

10-The payment of the service must be made within 30 days after the invoice has been issued by IFC.

11-The charged hours are those needed to prepare the instrument, to sort the cells and to analyze the data. Minutes 1-30 are approximated by default, while minutes 31-59 are approximated by excess.

12-Once the experiment is completed, the user must sign a card in which he/she can inspect the sorting hours that will be charged.

13-In case of technical problems with the instrument, the sorting hours are not charged. Conversely, if the sample quality is suboptimal and causes the clogging of the instrument or other technical issues, 1extra hour of sorting will be charged.

14-The rooms in which the sorter and the Cell Culture Laboratory are placed are controlled and kept free from contaminations. Therefore, the sorting service cannot be held responsible for the contamination of samples subjected to sorting.

15-FACSJazz can also be used for cytofluorimetric analysis. The procedures are the same as above and the rates applied are as follows:

- acquisition: 10 euro / hour (VAT included)
- analysis: 20euro / hour (VAT included).

<b>To view and accept the terms of service</b>
<b>Surname:</b>
<b>Name:</b>
<b>Title:</b>
<b>Principal Investigator:</b>
<b>Institution:</b>
<b>Address:</b>
<b>Tel:</b>
<b>Email address:</b>
<b>Sign:</b>