



## NOTICE

### **Terms of Use of the Cell Analysis Core Facility (CAAnaCore) from August 31, 2020**

After the decision of the executive committee on August 03, 2020, the following regulations will be issued:

#### **Preamble**

The "Cell Analysis Core Facility" (CAAnaCore) is a technology platform operated by the Institute for Systemic Inflammation Research (ISEF) of the Center for Infectious Diseases and Inflammation Research Lübeck (Z.I.E.L.) at the University of Lübeck (UzL). It represents a technology platform for flow cytology and cell sorting.

#### **§ 1**

##### **Area of application**

These terms of use apply to the use of the CAAnaCore and regulate the principles of cell sorting using the cell sorter FACS Aria III, MoFlo Legacy and cell analysis using the analytical flow cytometer LSR II and the inverse confocal microscope system FV 1000. Changes to the equipment inventory are announced on the homepage of the core facility announced. These terms of use also apply to newly added devices.

#### **§ 2**

##### **Tasks**

- (1) The CAAnaCore works exclusively for research at the UzL and the University Hospital Schleswig-Holstein, Campus Lübeck and has no tasks in patient care. It is intended to strengthen the research priorities of the UzL. Research projects with a clear connection to the main research areas of the UzL are prioritized.
- (2) CAAnaCore is responsible for the following tasks:
  1. Cell Sorting (FACS Aria III, MoFlo Legacy)
    - a. Sorting of cells into common collection vessels (1.5ml, 5ml, 15 ml) and into common multi-well plates (6-, 24-, 48-, 96- und 384-well plates)
  2. Cell analysis (LSR II, FV 1000)
    - a. Phenotypic and functional characterization of cells
  3. Introductory course:
    - a. Introduction to the operation of the analytical flow cytometer BD LSR II
    - b. Introduction to BD's FACS Diva software
  4. Support for data analysis:
    - a. Assistance with data evaluation using FlowJo and FACS Diva Software



5. Provision of buffer systems for cells sorting:
  - a. PBS/HEPES buffer (standard PBS + 25 mM HEPES)
  - b. other buffer systems by arrangement

### **§ 3**

#### **Permission to use**

All members and associates of the University of Lübeck as well as research employees of the University Hospital Schleswig-Holstein, Campus Lübeck are entitled to use it. Internal transfer prices are charged for use, which are determined by the executive committee.

### **§ 4**

#### **Allocation of times of use and general rules of use**

- (1) Cell sorts are carried out after the form provided for this purpose in the online booking system "PPMS" has been completely filled out. The users are required to familiarize themselves with the use of the devices in advance by studying the documents stored in the PPMS system. New projects must be discussed with the administrator in advance, in order to check the feasibility of the experiment or the sort and, if necessary, to be able to make changes in the experimental design.
- (2) With the placing of the order, the terms of use of CAAnaCore and the company regulations are recognized as binding.
- (3) The samples are to be handed in on the agreed date. Samples that are submitted so late that the booked sorting or analysis time is exceeded can only be considered if the subsequent sorting or analysis time has not been booked. Usage times beyond the booked sorting or analysis time are billed every half hour.
- (4) After the cell sort or cell analysis has been carried out, the respective fees will be invoiced. Billing is done quarterly by CAAnaCore.
- (5) The data from the cell sorts or the cell analysis is stored by the CAAnaCore for one year. The CAAnaCore assumes no liability for possible loss or damage to the raw data (FCS file) during data backup or storage. 14 days before the end of the calendar year, users will be asked by email to collect the data. A suitable storage medium must be provided by the users for this purpose. At the end of the year, the data will then be deleted from the inventory of the CAAnaCore.
- (6) After completing the cell sort or cell analysis, users are required to make a copy of the data on a suitable mobile data carrier in order to enable data evaluation outside of the CAAnaCore.
- (7) The participation of the CAAnaCore must be documented in a suitable place in the method part of the work when it is published.

### **§ 5**

#### **Violations and liability of the user**

- (1) Violations of the usage regulations or safety regulations must be reported to the scientific management of the core facility. Depending on the severity and the consequences for security, you will be punished with a warning, temporary or permanent (also without notice) exclusion from using the CAAnaCore Facility.



- (2) The users are liable for all disadvantages incurred by the University of Lübeck as a result of abusive or illegal use of the resources and their right to use them or as a result of the user culpably not fulfilling his or her obligations under these Terms of Use.
- (3) The user is also liable for damage caused by third-party use within the scope of the access and use options made available to him or her if he or she is responsible for this third-party use. In this case, the scientific management of the core facility can demand a user fee for third-party use in accordance with the fee schedule.
- (4) The user must indemnify the university from all claims if claims are made against the CAAnaCore by third parties for damages, injunctive relief or in any other way due to abusive or illegal behavior on the part of the user.

## **§ 6**

### **Liability of the university**

The University of Lübeck does not guarantee that the CAAnaCore will always run error-free and without interruption. Otherwise, the university is only liable in the event of intent and gross negligence on the part of its employees, unless there is a culpable violation of essential cardinal obligations. In this case, the liability of the university is limited to typical damage that was foreseeable when the user relationship was established, provided there was no intentional or grossly negligent action.

## **§ 7**

### **Entry into application / going out of force**

These regulations come into force on the day after the resolution is passed. At the same time, the terms of use of the Cell Analysis Core Facility (CAAnaCore) dated December 19, 2012 expire.

Lübeck, August 31, 2020

Prof. Dr. Gabriele Gillessen-Kaesbach  
President of the University of Lübeck