



1. The operation of the cytometry platform is formalized according to certain rules to be respected. Reference documents (procedures/records) have been drawn up and each user must respect their content.

The documents in force, which are regularly updated, are available on the C3M intranet <http://sites.unice.fr/site/rostaqno/SMQ/index.php> or with the person in charge of the cytometry platform. The essential documents are displayed in cytometry room M1-060.

2. The cytometry platform is accessible during the following time slots:

- Monday to Friday from 7:30 a.m. to 7:30 p.m. (managers are present from 8:30 a.m. to 4:30 p.m. from Monday to Friday).
- On weekends and holidays, the use of the cytometry department is tolerated on the condition that you do not come to work alone (written declaration to the hierarchy is mandatory for the weekend).

Please note: Masters students may use the analysers under the mandatory supervision of their tutor from Monday to Friday. It is strictly forbidden for them to come on weekends even if their tutor is present.

3. No drinking, eating or smoking in the cytometry room.

It is forbidden to film/photograph the premises without authorization from C3M management.

4. In order to use the analysers, each user must be trained.

A new user is trained by one of his or her team referents.

A team referent is trained by the cytometry managers.

A validation of skills by the cytometry managers for all new users is mandatory.

5. Analysers are used after reservation on the GRR site (via intranet). Reservation times must be estimated as close as possible to reality and must not be abused.

Analysers are invoiced quarterly by team.

6. If your samples present a biological risk, you are required to inform the cytometry platform managers in advance so that appropriate measures can be put in place in consultation with the C3M prevention assistant.

It is absolutely forbidden to analyse radioactive samples.

7. In the event of an incident or malfunction of the analysers, please inform the cytometry managers immediately and in person so that they can intervene (in the event of absence, contact the substitutes or a team referent).

It is mandatory to record the malfunction in the equipment monitoring book to ensure that malfunctions can be traced.

8. Cytometer data is transferred **only** via the C3M server. The data can therefore be stored on the server. However, to avoid the possible loss of data, it is strongly recommended that each user back up his or her data **on different types of media** (external hard disk, CD, DVD, etc.).

If the hard disk space of a cytometer is insufficient and hinders the acquisition of new data, the persons in charge will send a warning message by e-mail to the users asking them to quickly make space on the disk. **In any case, the C3M cytometry platform is not responsible for your data and their possible loss.**

9. After using the analysers, users agree to **systematically fill out the "user follow-up booklet"** provided with each instrument.

10. Users must absolutely leave the cytometry room clean after use (dispose of study material, clean up any spills, remember to dispose of the liquid waste garbage cans). Any unidentified objects left on the benches will be **removed and disposed of without warning.**

11. For a better visibility of our activity and in the framework of our funding requests, published research works relying on the equipment of the cytometry platform must include at least an "acknowledgement" of the platform.

The proposed standard sentence : **"samples acquisition and data analysis were performed on the C3M Cytometry Core Facility financed by Conseil Général CG06 and Conseil Régional PACA"**

12. Please respect these rules and regulations or you may be subject to user sanctions.

Done in duplicate:

- one copy signed for archiving by the cytometry managers

- one copy signed for the user

Name and surname:

Team :

Status : PhD ; TR ; AI ; IgE ; IgR ; Post doc ; CR ; DR

Name and surname of tutor (if student):

E-mail PROFESSIONNAL:

Phone number :

Applicant : Date : Signature :	Cytometry manager : Date : Signature :
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