

This policy concerns every person using the cytometers or the microscopes of the facility, independently of his/her status: professor, researcher, engineer, technician, administrative, student, non-permanent staff, intern or guest.

User <hr/> First name : Last name : Telephone number : E-mail : Position : Team manager : <hr/>	Reserved for external users <hr/> Institute : Laboratory : Company : Contact details to be indicated on the quotation : <hr/>
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To be completed by the platform	Imagery	Cytometry
Pre-appointment	Date : Engineer(s) present :	Date : Engineer(s) present :

If using Capilog :

Identifier created on :

By :

In compliance with « la charte des plateformes de recherche en sciences du vivant du GIS-IBISA » (<https://www.ibisa.net/charte.php>) and « normes ISO 9001 et NFX 50-900 ».

PREAMBULE

The MICA (Microscopie Imagerie Côte d'Azur) multi-site platform brings together the expertise and equipment in microscopy/imaging and image analysis of 8 local life science partners on the Côte d'Azur, including 7 technical platforms: the Valrose Institute of Biology (UMR7277 CNRS - INSERM U1091 – Université Côte d'Azur, Nice), the Institute of Molecular and Cellular Pharmacology (UMR7275 CNRS - Université Côte d'Azur, Sophia-Antipolis), the Mediterranean Center of Medicine Molecular (UMR INSERM U1065 - Côte d'Azur University, Nice), The Sea Institute of Villefranche s/Mer (IMEV CNRS - Sorbonne University, Villefranche-sur-Mer), the Joint Center for Applied Microscopy (UNSA, Nice), the Cancer and Aging Research Institute (UMR7284 CNRS - INSERM 1081 - Université Côte d'Azur), the Agrobiotech Center of Sophia-Antipolis PACA INRA (Valbonne). She adapts and develops technical or methodological approaches, from observation to image analysis. It also offers access to the Ecotaxa taxonomy database and to the OMERO project management and image editing database shared with EMBRC France.

Each technical platform aims to offer expertise and an efficient service offering.

It will support users to:

- Advise them technically and scientifically; guide them towards the methodologies and equipment best suited to their scientific questions and the implementation of new approaches.
- Support them as part of a collaborative project from setting up experiments to analyzing data and images, as needed.



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To achieve this objective, the service commits to its users to:

- Train them for complete autonomy on this equipment, to understand its potential, master its current use and advanced methodologies according to needs.
- Assist them with the analysis of the data and images produced.
- Make start-up and shutdown sheets available near the equipment concerned.
- Ensure a level of system availability
- Provide equipment in optimal working condition: checked regularly, whether through annual company maintenance or checks carried out by staff.
- Keep consumables or small additional sample preparation equipment, glass bottom slides, pipettes, incubators, etc. available.
- Inform them of any faults or breakdowns on the equipment by email and on the reservation schedule; and put in place all the necessary measures to put them back into optimal operation.
- Assist them with image acquisitions in the event of occasional use of the service.

This charter therefore aims to describe the obligations to which users and engineers of the MICA platform undertake, which will therefore require validation from both parties before launching the project.

We define a user as:

- Any person using the platform's services (internal or external collaborator, public or private).
- Anyone working on an instrument.

I - Authorized users and project opening

Access to the different platforms is governed by this contract which defines the conditions of use and provision of the equipment. All types of requests require prior agreement between the platform manager and/or engineers and the user to formalize the project objectives as well as the needs and expectations of each party.

For each request, the user must complete and sign the user form jointly with the platform staff. The feasibility of the project will be assessed based on technological and human constraints. The platform therefore reserves the right to refuse a project if the aforementioned conditions are not satisfactory.

New users must contact the facility engineers to ask for an access to a microscope or a cytometer.


Only facility staff can authorize or prohibit access to equipment.

For any request for availability on self-service devices

A specific training is necessary to access each system. These trainings are **only given by the facility staff**, and only trained users can book the systems.

This training is available for 6 months; if you didn't use the device for 6 months you have to ask a refresh training to be allowed to use the microscope. Every 6 months a checkup will be done by the facility to define if all the people are still allowed to use the system.

If you don't remember how to use the system or if you need to use features on which you haven't been trained, ask to facility to have an additional training.

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For any request for a service or collaboration:

It is imperative to contact the engineers to discuss the project and establish the reservation schedule if necessary. The user must specify their request.

Any cancellation of reservations must be made at least 24 hours in advance wherever possible. User should send a mail to prevent the other users that the device is free. Just put in object of the mail that the device is free and the hours.

II - Internal policy

II.1 Access and Booking

Booking is **mandatory** for all the microscopes or the cytometer of the facility. The booking calendar is available on the institute intranet (http://sites.unice.fr/site/rostaqno/grr/week_all.php) using the personal login and password specific for the center.

External users have to contact the facility (e-mail: imaging: Marie.IRONDELLE@univ-cotedazur.fr or cytometer Marielle.NEBOUT@univ-cotedazur.fr or Frederic.LARBRET@univ-cotedazur.fr) to make a reservation.

There is no restriction about the duration of each slot for the moment. If some systems become finally overbooked, some booking rules could be added to organize the access to the concerned microscopes of all teams.

Users can use the platform following the C3M access rules. In case there is no present engineers, only the autonomous users are allowed to use the equipment. In the event of the facility manager's absence, users will receive an email to inform them, or this will be noted on their office door.

II.2 Use

All users must respect the procedures in force for start-up, use and shutdown.

- **For Cytometry:** At the end of the session, the user agrees to follow the rinsing protocols indicated next to each cytometer. Filling the sheath fluid and disposing of waste according to defined protocols are tasks that are the responsibility of all users. The user must also fill out the user notebook placed next to the device, indicating their last name, first name, laboratory and the duration of use of the system.
- **For Imaging:** At the end of the session, the user agrees to clean all the lenses he used during his session and to check if a user takes his place. The user agrees to follow the end-of-session protocols specific to each system and described during the training.
- **Bulbs for fluorescence observation:** Once turned ON, these lamps have to stay ON for at least 30 min. After turning them OFF, one has to wait at least 30 minutes before turning them back ON again.
- At the end of their session, users have to check if there is a booking after their session before turning OFF fluorescence lamps or lasers. Users have to write down the precise time of switching OFF the illumination in the logbook.



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- **Everyone is responsible for the cleanliness of the device at the end of the session.**
- The last user of the day is responsible for turning off the system according to the dedicated protocol given during the training and locking the door of the microscopy/cytometry room.
- If you are not using your slot,
 - You must come to the microscope/cytometer to switch off the system.
 - You can tell it to the person before you on the booking system, like that he/she can switch off the system.

In any cases **You** are responsible of your slot, so **You** will have to take care of the device.

II.3 Facility computers

No software or update (even Windows one) must be installed on the facility computers without the engineer's advice.

To prevent overbooking, cytometer or microscope computers are used only for acquisitions and not for analysis excepted for the spinning disk W1 which is equipped with Nis GA3 and Ai.

3 analysis dedicated computers are available for booking in the informatics room.

NB: like microscopes, this computer has to be booked before use it.

II.4 Encountered problems

In case a problem occurs during the acquisition session, users have to notify the responsible of the platform.

- 1- If it's a minor problem (computer start-up bug for instance), the user has to mark this in the logbook and can continue his/her experiment.
- 2- If the system is blocked, or in case of doubt on the functioning of the system, the user has to contact facility engineers immediately. They can be contacted at their office Marie Irondelle or Anne Doye or by email (Marie.IRONDELLE@univ-cotedazur.fr) or Anne Doye (Anne.DOYE@univ-cotedazur.fr).
- 3- If an objective enters in contact with a non-adapted immersion medium, please clean it and ask to the facility to look after if it is properly as soon as possible.
- 4- For general flow cytometry troubleshooting contact F. Larbret (Frederic.LARBRET@univ-cotedazur.fr) or M. Nebout (Marielle.NEBOUT@unice.fr) for Miltenyi devices.

The system condition at the end of the session is under the responsibility of the user.

II.5 Confidentiality of data

The user is committed not to modify or destroy any data, other than the one belonging to him/her or placed under his/her responsibility. It is forbidden to view and/or copy data from other users, even if they are not clearly protected.

II.6 Transfer and saving data

Data storage is not allowed on any of the facility computers.

The data must be recovered according to the methods specific to each service and erased regularly so as not to saturate the acquisition and analysis computer systems.

Therefore, at the end of the session, all data files have to be transferred to the network drive for C3M users or transferred through a file exchange system for external users. Sometimes facility managers will ask users to delete data because the hard drive are full.

The MICA platform provides each academic team/user in life sciences from Université Côte d'Azur and EMBRC-Fr with a project management space within the OMERO database, the terms of data residency of which appear in the data management plan of our platform.

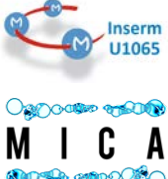
For safety issues, the use of external drives or sticks is forbidden on the computers of the platform.

If necessary, facility staff can delete data saved on facility computers without asking users permission.

II.7 Health and Safety

Each user is required to respect the health and safety rules and good practices of the host laboratory such as:

- The cleaning of the workspace is under the responsibility of each user. After each session, **objectives, stages and the workspace around the devices** have to be carefully cleaned. Instructions for the cleaning are given during the practical training by the facility staff.
- **Samples and experimental material (pipettes, tips, tubes...) cannot be stored on the facility.** There are experimental dedicated rooms with pipettes / micropipettes/ hood / incubators/ fridge... where you can manipulate biological material.
- Provide all information concerning possible risks (biological and/or chemical) linked to the handling of their samples. The service reserves the right to refuse a project and prohibit access if the samples present proven uncontrolled risks.
- Commit to following the liquid and solid waste disposal protocols defined by the service and the Prevention Agent.
- During the practical training, users are informed about the safety risks linked to the specific system used (UV, lasers etc...). Signing the training plan ensures that the users understood these risks.
- **In case of using dangerous (chemical or biological) substance on the microscopes or cytometers, the user must absolutely inform the facility before the experiment.**
- **Gloves are forbidden in microscopy rooms because of the risk of staining (chemical and/or biological) when handling systems. They may be used in the cytometry room if protection is required.**
- **It's forbidden to eat and to drink in the cytometry and microscopy rooms.**

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II.8 Preservation of samples

The service does not guarantee the preservation of samples.

III - Facility Staff and opening hours

The C3M imaging and flow cytometry service is accessible during C3M regulatory opening hours: Monday to Friday between 8 a.m. and 7 p.m. Outside of these days and this time slot, presence in the premises must be subject to specific authorizations issued by the director of the C3M. Teams wishing to use the devices or carry out a service must first contact the staff by sending a message.

Cytometry Manager:

Frederic Larbret 04 89 15 38 52 Frederic.LARBRET@univ-cotedazur.fr

Marielle Nebout 04 89 15 38 11 Marielle.NEBOUT@univ-cotedazur.fr

Imaging Manager:

Marie Irondelle 04 89 15 37 89 Marie.IRONDELLE@univ-cotedazur.fr

List of technical staff to contact in case of questions or problems

- Frederic Larbret 04 89 15 38 52 Frederic.LARBRET@univ-cotedazur.fr
- Marielle Nebout 04 89 15 38 11 Marielle.NEBOUT@univ-cotedazur.fr
- Coline Savy 04 89 15 37 92 Coline.SAVY@univ-cotedazur.fr (cytometry platform engineer)
- Marie Irondelle 04 89 15 37 89 Marie.IRONDELLE@univ-cotedazur.fr
- Anne Doye 04 89 15 38 21 Anne.DOYE@univ-cotedazur.fr (imaging platform engineer)
- Mireille Cormont 04 89 15 38 31 Mireille.CORMONT@univ-cotedazur.fr (scientific staff)

IV - Charges

External services are invoiced according to the current pricing scale validated by the authorities and available on our website:

<https://www.c3m-nice.fr/plateformes/microscopie/>

<https://www.c3m-nice.fr/plateformes/cytometrie/>

V - Intellectual property

Each party undertakes not to disclose or publish scientific and/or technical data or information belonging to either party without prior reciprocal agreement.

VI - Publications

The user and his manager must report any publication which is the subject of results published using the service and comply with the following requirements:

- 1- The service must systematically be thanked according to the following formula: « *the authors acknowledge the flow cytometry or microscopy facility from the « Centre méditerranéen de Médecine Moléculaire » part of the « Microscopie Imagerie and Cytométrie d'Azur » GIS IBiSA labeled platform ».*



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[For the imaging facility](#) a dedicated acknowledgements are available on the C3m website for each system with the associated grant it belongs.

- 2- For a project requiring occasional assistance from an engineer, this must appear by name in the acknowledgments of the publication.
- 3- **For a collaborative project requiring, from the platform's staff, a regular service**, the realization of technological or methodological developments, the development of a data acquisition or processing protocol, the(s) engineer(s) **are mentions as co-author of the publication.**

To help the grant applications to buy new systems, users are asked to give the facility staff all the references of publications using the platform material.

VII - Measuring customer satisfaction

As part of its quality approach common to the different MICA platforms, a survey of your needs and expectations can be carried out.

VIII - Acceptance of the charter

The user hereby undertakes to respect all the above-mentioned rules.

Any person who does not respect these commitments could be prohibited from accessing the platform.

Signed in :

Date :

Signature team manager/ internship supervisor:	User signature :	Facility engineer signature :

NB: no request will be validated before acceptance of the charter