Policy on usage, fees and general rules for users of the Flow Cytometry Facility - Laboratory staff and students

Definition:

The Flow Cytometry facility offers specialized instruments for cells analysis and sorting supported by the Research Center and Charles-Bruneau Fondation and acquired with public or government-wide funds such as the Canada Foundation for Innovation (CFI). The purpose of this User Policy is to **ensure the sustainability** of the instruments by **maintaining operating and maintenance costs** until the end of the useful life of the instruments. Any excess funds collected will be used to purchase new equipment, to finance service contracts and to purchase consumables (Solutions, Nozzles, calibration beads, etc.), always with the aim of supporting the technological equipment park of the CHUSJRC.

General rules:

1. Unassisted use of the instruments requires a 2hr **basic training given by the facility manager** that will be adapted according to the type of project and the experience of the user. For inexperienced users, basic training will be complemented by hands-on training involving assistance from the manager on first acquisition, or more as needed. Users who have successfully completed the training according to the platform manager will be able to use the instruments without supervision. User training is **mandatory** and subject to fees (see below).

2. Users who have undergone training will be given access to the core facility and reservation system.

3. Trained user will be able to **book the instruments** using the Portal of management for scientific platforms before each use at www.plateformes-crchusj.ca. Note that it is possible to book a time slot with increments of a minimum of 15 minutes (ex: 15 min, 30 min, 45 min, ...) for a maximum of 3h during standard business hours (8h-18h).

4. A log sheet will be available near each instrument and must also be completed each time. This log sheet is complementary to the Portal. It is mandatory to fill the log sheet with each use.

5. Each user must use his own DIVA session to acquire data. Sharing a session with a trainee or other laboratory member will not be allowed.

6. The use of cytometers is subject to the 2026-2027 fee schedule (see below). The principal investigator must sign the **« Researchers Commitment » document** to authorize the budget code to be assigned to each member of his laboratory and agree to pay the fees that will be taken monthly.

7. To take advantage of Hemato-Oncology project rates, users must submit a description of their research project. If the project meets the criteria established by the foundation the Hemato-Oncology pricing will be applied. The attached **« Hemato-Oncology Project evaluation »** document must be completed by each user and submitted to the Flow Cytometry Core Facility administration for evaluation.

8. **Billing will be monthly.** An activity report will be sent to the researcher detailing the usage fees for the instruments from the previous month.

9. **Fees will be determined based on the booked time**. Cancellations with less than 24 hours' notice and no-shows will be charged.

10. The Flow Cytometry Facility operate at **biosafety containment level 2** (BL2). All users must follow the biosafety straining offered by the research center and comply with the rules and guidelines that apply to the use of biohazardous materials such as wearing appropriate personal protective equipment (gloves, lab coat etc.), work area cleaning and decontamination, etc. Dedicated lab coat will be available at the core facility.

11. All projects must be evaluated for biosafety risks. Users must fill out the **« Biosafety risk assessment of samples for Flow Cytometry analysis and Cell sorting »** (See below) for each project and return to the core facility manager.

12. Users should **ensure that the instrument they wish to use is clean and in good working condition** before using it.

13. Users agree to **treat the instruments of the flow cytometry facility with the best care** and to carefully follow the instructions for start and stop procedures, sample handling and cleaning routines.

    - If not done by the core staff, the **first user is responsible for opening the instrument and must follow all the steps of start-up procedure** (Refer to SOP of instrument).

    - **The last person registered on the calendar is responsible for turning off the instrument** (Refer to SOP of instrument). If you have to cancel your reservation, you must inform the person before or shut down the instrument yourself.

    - **After each run**, users must clean the instrument by following the **cleaning procedure**, **fill the sheath tank and empty the waste tank** (Refer to SOP of instrument).

14. At the end of a time period of use, the user is responsible for **cleaning** his workspace, **closing the instrument** correctly and copying or **moving the data**.

15. It is your responsibility **to copy the data to an appropriate network** share at the end of the session. It is the responsibility of the user to delete at the end of the session its acquisition or analysis data, or it will be deleted without notice by the Flow Cytometry Core manager if they are **more than one month old**.

16. If an accident occurs, or if an **instrument is found to be compromised or broken**, immediately contact the manager of the Flow Cytometry Facility so that we can resolve the problem as soon as possible. Fees for the session will not be charged if the instrument can not be used.

17. After three warning, the failure to adhere to these policies will result in the loss of access to the facility for one month.

I confirm that I have read and understood the general rules of the Flow Cytometry Facility and I accept the conditions of use and the regulations.

Name of the user (*e.g.* students, research assistant or associate, post-doc, fellow, etc.)	Laboratory
	Email address
Signature – User of the Common Platforms	Date

Please send this signed document by email to ines.boufaied.hsj@ssss.gouv.qc.ca or directly to her office 6.17.016. Thank you!

Flow Cytometry facility Fee Schedule into effect on May 1st, 2026 [1]

Service	Projet hémato-oncologie*	CRCHUSJ	Academic	Private
Training	34$	65$	88$	216$
Unassisted Acquisition (FACS BD)	16$	33$	77$	NA
Unassisted Acquisition (FACS SONY ID7000)	16$	33$	88$	NA
Assisted Acquisition	65$	65$	118$	216$
Analysis	65$	65$	118$	216$
Assisted cell Sorting	34$	65$	118$	216$
Unassisted cell Sorting (SONY MA900)	20$	33$	77$	NA
Nozzle (SONY MA900)	38$/tri			

[1] The rates presented here may be subject to change for the period in question with prior notice to the research teams.
* Hemato-Oncology projects are determined by the Flow Cytometry Core Facility administration according to point 7.

Flow Cytometry Core Facility
CR CHU Ste-Justine

Hemato-oncology project evaluation

Date

Investigator name

Principal investigator name

Project Title

Project Description

Flow Cytometry Core Facility
RC CHU Ste-Justine

Biosafety risk assessement of samples for Flow Cytometry analysis and Cell sorting

Investigator Information

Date

Name

Email

Phone Number

Principal Investigator

Project Title

Biosavety risk assessement

Biosafety level of sample ◯ BSL1 ◯ BSL2 ◯ BSL3

Are samples of human origin? ◯ Yes ◯ No

If yes, were they screened for blood borne pathogens? ◯ Yes ◯ No

If yes, list ◯ VIH ◯ CMV ◯ HSV ◯ Hepatitis ◯ HPV ◯ Other

If yes, has the infectious agent been inactivated? ◯ Yes ◯ No

If no, is it possible to fix sample with paraformaldehyde? ◯ Yes ◯ No

If no, explain

Were the cells transformed using a Wild type virus? ◯ Yes ◯ No

If yes, list rvirus ☐ EBV ☐ SV-40 ☐ CMV ☐ HTLV-1 ☐ Herpes ☐ Saimiri ☐ Other

Are there exogenous genes transferred into cells?

◯ Yes ◯ No

If yes, describe the method

☐ Viral Vector

☐ Plasmid, shRNA, siRNA

List the active genes (Oncogene, siRNA, Reporter, Resistance, Toxin, Promotor)

If a viral vector was used, list

☐ Adenovirus ☐ Retrovirus

☐ Lentivirus ☐ AAV

☐ Sendai

☐ Other

Name of vector

Source of vector

Does the vector integrate into the genome?

◯ Yes ◯ No

If yes, specify the nature of integration

◯ Random ◯ Site specific

Is the vector self-inactivating

◯ Yes ◯ No

If yes, describe the virus (generation system, surface protein, envelope, serotype)

Was the vector stock tested and shown to be free of replication-competent virus?

◯ Yes ◯ No

If yes, describe the method used

Example : "No infected cells with supernatant from infected cells, 7 cells passages done after infection" etc.