

Terms of Use

of the FACS Unit at the CCRC – LMU Klinikum

Prof. Klein, Version 1.0 / 2025_07

§1 Introduction

FACS technology can be used for experiments on fluorescence-activated cell sorting and analysis. The FACS Unit offers its technology and its expertise to all members of the Comprehensive Childhood Research Center (CCRC) and all research groups at LMU Klinikum for shared use. This includes the use of the FACS devices, standard operating consumables and service. Usage is generally subject to a fee and can only be paid via internal money transfer.

§2 Scope of the Terms of Use

These Terms of Use apply to all individuals and research groups who access or utilize the equipment, services or resources of the FACS Unit at the Dr. von Hauner Children's Hospital. This includes the use of the BD LSR Fortessa and BD FACS ARIA III, as well as instruction, consultation or technical support provided by the facility.

The rules are binding for all users and must be acknowledged by the signature of the group leader prior to accessing the facility. Usage is restricted to authorized personnel and subject to the procedures, safety standards, and cost regulations outlined in this document.

§3 FACS Unit specification

1. Location: Dr. von Hauner Children's Hospital, Department of Pediatrics, CCRC, Lindwurmstraße 2a, room KO.24.
2. Responsible Principal Investigator: Prof. Dr. Christoph Klein
Tasks of the Responsible PI are:
 - a) the appropriate use of the resources allocated to the FACS Unit
 - b) the determination of user costs
3. Associated Principal Investigator: Prof. Dr. Daniel Kotlarz
Tasks of the Associated PI include advising and supporting the Technical Supervisor team in all its tasks.
4. Technical Supervisor: Raffaele Conca & Susanne Wullinger
The Technical Supervisors of the FACS Unit organize the operation of the laboratory in consultation with the Associated Principal Investigator and in accordance with the Terms of Use.
The tasks of the Technical Supervisor are:
 - a) Service operation and its coordination
 - b) Supervision and instruction of users
 - c) Organization of internal work processes
 - d) Optimizing the existing equipment, ensuring its routine maintenance and establishing standard operating procedures.
5. The invoices are provided by the Scientific Project Management of Prof. Klein in consultation with the Technical Supervisor team, available at: Research-KleinLab@med.uni-muenchen.de.
6. Devices:
 - a. BD LSR Fortessa
 - b. BD FACS ARIA III

For technical configurations, see Attachment 1 and 2.

§4 Booking instructions and cancellation

1. Use of the FACS ARIA III can only be performed by FACS Unit staff.
2. Use of the LSR Fortessa is restricted to authorized users who have successfully completed the introduction conducted by a Technical Supervisor and have subsequently undergone at least three supervised familiarization work sessions with an experienced colleague from their research group.
3. Booking instructions for FACS ARIA III:
 - a.) Send the Outlook calendar invitation with your desired time slot to the email address: KINDFOR.Aria-FACS-Unit@med.uni-muenchen.de with the registration form attached (Attachment 3: Registration form – Aria III). The completed form must be sent as an editable PDF and not as a screenshot or photo. Please make sure to check availability in the calendar beforehand.
 - b.) Wait for a response to your booking request; you will receive a confirmation or rejection once your request has been processed. Requests will be processed in the order in which they were received.
 - c.) Please note that there is a minimum booking duration of 30 minutes. All bookings must be made in increments of 30 minutes. The booking time must include the cleaning time of 20 minutes. The last user of the day will be charged only for 20 minutes cleaning and not for the total 45 minutes.
 - d.) Once your booking is confirmed, it is binding. Cancellations must be submitted at least 24 hours in advance. In case of late cancellation, the user may avoid the fee by finding a substitute who agrees to take over the reserved time slot and by informing the FACS Unit staff accordingly. Otherwise, 50% of the booking fees will be charged.
4. Booking instructions for LSR Fortessa:
 - a.) Send the Outlook calendar invitation with your desired time slot to the email address: KINDFOR.Fortessa-FACS-Unit@med.uni-muenchen.de. Please make sure to check availability in the calendar beforehand and try to avoid time slot gaps between other bookings. Include in the subject line of the email whether you want to work with or without the UV laser.
 - b.) Wait for a response to your booking request; you will receive a confirmation or rejection once your request has been processed. Requests will be processed in the order in which they were received. The Technical Supervisor can adjust booking requests with the aim of avoiding empty time slots between users, as far as the sample preparation time allows it.
 - c.) Please note that there is a minimum booking duration of 30 minutes. All bookings must be made in increments of 30 minutes. The booking time must include the cleaning time of 20 minutes. The last user of the day will be charged only for 20 minutes cleaning and not for the total 45 minutes.
 - d.) Once your booking is confirmed, it is binding. Modifications/cancellations must be submitted at least 24 hours in advance. In case of late cancellation, the user may avoid the fee by finding a substitute who agrees to take over the reserved time slot and by informing the FACS Unit staff accordingly. Otherwise, 50% of the booking fees will be charged. Modifications of time slots less than 24 hours in advance will not be accepted and the originally booked time slot will be fully charged.
 - e.) the sharing of a booking slot with other users is not allowed.
5. In case of instrumental technical failure:
 - a.) the booked slots will be automatically cancelled without charge.

§5 Preparation and execution of sorting experiments

1. Along with filling out the registration form correctly, it may be useful to discuss the content and aim of an experiment with the FACS Unit staff. The sensitivity of the cells in suspension should be known in order to plan the appropriate instrument settings. The FACS Unit staff will assist in the selection of suitable fluorochromes if necessary.
2. The FACS Unit users prepare their own samples in their laboratories.

3. For the sort, please bring: the appropriate tubes for samples and collection tubes, with cell culture medium and, if necessary, the compensation and gate controls; Falcon FACS tubes with blue 35 µm cell strainer: the sort samples must always be filtered.
4. Please note: especially if several samples are to be sorted, the samples should only be strained shortly before sorting. Otherwise, the waiting time could result in new cell clumps.
5. The FACS Unit cell sorting has **S1 status**. Sorting of S2 samples is not allowed.

§6 Work safety issues

1. The work in the FACS Unit may only start after receiving a general laboratory safety introduction according to S1 safety regulations. The responsibility lies with the user himself or the corresponding working group.
2. The users undertake to inform the employees of the FACS Unit about the classification of the material brought in according to GenTG (Gentechnikgesetz) or IfSG (Infektionsschutzgesetz), and also about any other safety risks (e.g., chemical-toxic properties). The project leaders themselves are responsible for the registration/approval of the analysis of genetically modified cells/organisms.

§7 Policy for LSR Fortessa usage

1. The LSR Fortessa users must strictly follow the official guidelines provided in the initial introduction given by a Technical Supervisor.
2. From Monday to Friday, the FACS Unit staff will switch on the instrument and perform the daily check. If this is not possible, the person with the first booking of the day will be informed to start the device independently and perform the daily check.
3. The last user in the booking calendar is responsible for shutting down the instrument.

§8 Usage fees

To ensure the continued operation of the FACS Unit, usage fees will be charged to all users effective from July 1, 2025, and will remain valid until further notice. These fees contribute to covering part of the personnel costs for technical supervision, regular maintenance and service expenses, as well as the provision of standard laboratory consumables. Fees are calculated based on the duration of booked time slots as recorded in the official calendars.

The following rates will apply:

	BD LSR Fortessa	BD FACS ARIA III
Members of the University Hospital of the LMU Munich	20 € per 30 min	40 € per 30 min

Standard laboratory consumables include EtOH, PBS, CST beads, ACCU beads and FACS Flow solution. Specific antibodies and FACS tubes must be provided by each user themselves.

§9 Billing regulations

1. Invoicing is carried out quarterly by the Scientific Project Management of Prof. Klein: Office K0.07, tel. no. -57706, email: Research-KleinLab@med.uni-muenchen.de.

2. The costs depend on the amount of time booked according to the outlook calendar and the actual usage time on the instruments. The respective fees will be invoiced at the end of the quarter and must be paid within four weeks.
3. The costs must be settled by an internal transfer posting from one cost center to another. The respective document must be completed and sent to the Drittmittelabteilung (external funding department).
4. No commercial projects, e.g. industrial projects, may be used to settle the costs. The DFG funding of the devices prohibits this kind of usage.

§10 Users' obligations

1. Publication of data: the use of FACS Unit services must be acknowledged in any publication.
2. Every user undertakes
 - o to follow the instructions and guidelines of the staff when using the FACS Unit equipment.
 - o not to bring users or third parties onto the premises of the FACS Unit or instruct them in the use of the equipment without the knowledge of the Staff and the necessary documentation.
 - o not to carry out any analysis or sorts as a service for third parties (regardless of whether this is done on account or not).
 - o to immediately report malfunctions of the devices in application operation to the FACS Unit staff.
3. In the event of violations of the Terms of Use or instructions of FACS Unit staff, or in cases of other willful or grossly negligent misconduct that disrupts or endangers the proper operation of the FACS Unit, the Technical Supervisor may revoke user rights and/or charge the resulting repair or personnel costs.

§11 Contact and agreement

Please name a contact person for invoices:

Name:

Email:

Confirmation

I confirm that I have read and understood the FACS Unit Terms of Use document, and hereby agree to the conditions stated in the Terms of Use.

I agree to cover for the usage fees caused by the user.

Date	Name (readable) project leader	Signature project leader
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Attachments

Attachment 1: Technical Configuration FACS ARIA III

Attachment 2: Technical Configuration LSR Fortessa

Attachment 3: Registration form – Aria III