

AUBURN UNIVERSITY FLOW CYTOMETRY AND CELL SORTING FACILITY

USER AGREEMENT AND FACILITY POLICIES

By signing this agreement, you acknowledge that you have read, understand, and agree to comply with the following facility policies. Your access to Flow Core instruments and services is contingent upon successful completion of required training and continued compliance with these requirements.

GENERAL FACILITY POLICIES

1. You are responsible for following all Auburn University laboratory safety policies and instructions provided by Flow Core staff.
 2. You are responsible for maintaining a clean and safe work environment, including proper disposal of biological and chemical waste.
 3. You must immediately report instrument malfunctions, software issues, accidents, spills, or equipment damage to Flow Core staff.
 4. You may not modify instrument configurations, install software, alter computer settings, or make hardware changes without authorization from Flow Core staff.
 5. You may not connect external storage devices (USB drives, external hard drives, etc.) to Flow Core computers.
 6. You are responsible for providing routine consumables required for your experiment (e.g., tubes, filters, pipette tips, and gloves) unless otherwise specified by the Flow Core.
 7. You may not permit an untrained or uncertified individual to operate Flow Core equipment using your reservation, account, or supervision without prior approval from Flow Core staff.
 8. Your independent instrument certification is non-transferable. You may analyze or sort samples only for projects approved by the Flow Core. Running samples on behalf of another investigator, laboratory, or uncertified user requires prior approval from Flow Core staff.
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SAMPLE PREPARATION AND BIOSAFETY

1. You must prepare samples according to Flow Core guidelines and ensure they are compatible with the requested instrument.
 2. You should filter samples before acquisition whenever appropriate to minimize clogs and instrument downtime.
 3. You must accurately disclose sample type, biological hazards, infectious agents, chemical hazards, fixation status, and other relevant information through the Flow Core biosafety review process.
 4. Radioactive samples are not permitted.
 5. Analysis of unfixed BSL-2 materials may require additional review and may be restricted to designated instruments or operating procedures.
 6. Cell sorting experiments involving potentially hazardous materials require prior approval from Flow Core staff and applicable institutional safety committees.
 7. Flow Core staff reserve the right to refuse analysis or sorting samples that present unacceptable safety risks.
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TRAINING AND USER ACCESS

1. You must complete the required onboarding process before receiving independent instrument access.

2. Training may include online instructional modules, project consultation, hands-on training, competency assessment, and instrument-specific certification.
 3. Independent instrument access will be granted only after Flow Core staff determine that you can operate the instrument safely and competently.
 4. Additional training or retraining will be required at the discretion of Flow Core staff.
 5. Superuser certification will be required for after-hours, weekend, or unsupervised access.
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SCHEDULING AND CANCELLATION POLICIES

- You must schedule all appointments in advance.
- Cell sorting appointments should be requested at least 72 hours in advance.
- You should reserve only the time reasonably required for your experiment. Repeated overbooking may result in charges for the full reserved time or restriction of facility privileges.

Cancellation

1. If you need to cancel an appointment, notify the Flow Core as soon as possible.
2. Cell sorting appointments cancelled less than 3 hours before the scheduled start time may be charged a minimum of one hour at the current sorting rate to cover instrument setup, quality control, sort calibration, and cleaning procedures.
3. Analyzer appointments requiring substantial staff preparation may be subject to cancellation charges.

Late Arrival

1. If you expect to arrive late, notify the Flow Core as soon as possible.
2. Billing begins at the scheduled reservation start time.
3. If you arrive late, you may be required to end your session at the originally scheduled end time to avoid disrupting subsequent reservations.

No-Show

1. Your reservation will be cancelled and treated as a no-show if you have not arrived or contacted Flow Core staff within 30 minutes of the scheduled start time.
 2. No-show reservations will be charged a minimum of one hour at the applicable instrument rate.
 3. Repeated no-shows or late cancellations may result in restriction of facility privileges.
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BILLING

1. Facility services and instrument usage are billed according to the current approved rate schedule.
 2. Your Principal Investigator is responsible for all charges incurred under your laboratory account.
 3. Additional charges may apply for specialized services, enhanced biosafety procedures, excessive cleaning, or extraordinary consumable usage.
 4. You may be held financially responsible for equipment damage resulting from negligence, misuse, unauthorized modifications, or failure to follow facility procedures when such costs are not covered by service agreements.
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DATA MANAGEMENT

1. Data generated during your experiment remain the responsibility of you and your Principal Investigator.
 2. You are responsible for backing up your own data.
 3. The Flow Core does not guarantee long-term storage of acquisition files.
 4. Data stored on Flow Core computers may be deleted after the established retention period.
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PUBLICATIONS AND ACKNOWLEDGMENT

- Please acknowledge the Auburn University Flow Cytometry and Cell Sorting Facility (RRID: SCR_025507) in publications, presentations, dissertations, and other scholarly works that utilize facility resources.
 - Suggested acknowledgment:
"Flow cytometry/Cell Sorting studies were performed using the Auburn University Flow Cytometry and Cell Sorting Facility (RRID: SCR_025507)."
 - Core personnel who make substantial intellectual contributions to study design, assay development, data interpretation, or manuscript preparation should be considered for authorship in accordance with accepted scholarly guidelines. Routine instrument operation, standard training, and routine technical assistance do not automatically warrant co-authorship.
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POLICY ENFORCEMENT

Failure to comply with this agreement may result in one or more of the following actions:

- Verbal or written warning
- Mandatory retraining
- Temporary suspension of independent instrument access
- Restriction of facility privileges
- Financial responsibility for damages resulting from negligence or misuse
- Permanent revocation of facility access

All enforcement actions are at the discretion of Flow Core management.

USER AGREEMENT

By signing below, I acknowledge that I have read and understand the Auburn University Flow Cytometry and Cell Sorting Facility User Agreement and Facility Policies. I agree to comply with all facility requirements and understand that failure to do so may result in suspension or revocation of facility privileges.

Instead of submitting a hard copy of your signature, you can visit [the online acknowledgement form](#)

User Name:	Department/College:
User's signature:	Principal Investigator:
Date:	PI signature (New Lab):

Revision History			
Version	Updated	Description	Author
1.0	07-29-2026	New Implementation	Rie Watanabe