

# FCCF User Registration



Return registration form to Toralf Kaiser | DRFZ

Room 1.28 | Tel: 030 28460-771 | Fax: -603 | e-mail: cf-fccf@mpiib-berlin.mpg.de

First Name:	Name:
Institute/ Department:	Address:
	E-mail:
Phone:	Project leader:

Description of analyses or sorts (organism, organ, cell type):

Do the samples contain infectious agents according to the "BiosstoffV"?  Yes  No If yes, full name:

Have the samples been tested for HIV, SIV, HBV etc. ?  Yes  No

Do the samples belong to S1 or S2 regulation?  Yes  No

If „yes“, please use page 2 for further information.

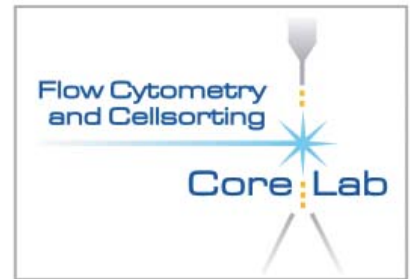
<input type="checkbox"/> I accept the FCCF rules*	FACS Analyser introduction by	
	Name:	
	Signature:	
Signature of User:	Signature of Laboratory director:	Signature of FCCF:
Date:	Date:	Date:

**For further questions about Cellsorting/Analysis use the facility forum at <https://fccf.mpiib-berlin.mpg.de/forum/>**

**\* FCCF rules:**

- First time users must fill in and sign the „Registration Form“ in order to get a Facility-account. The account is valid for one year and includes an access to the Facility-server „TOTOSCHKA“.
- **We provide a practical FACS course for new users** every first Monday of the month. Please contact the FCCF staff for more details.
- The Facility dataserer provides the possibility to store FACS datafiles up to 4GB for each user.
- Users must sign up in advance for the cytometer. In order to sign up for a cytometer, please use the Scheduler at <https://fccf.mpiib-berlin.mpg.de>.
- If you sign up for a time slot, please be on time.
- Proper procedures must be followed concerning sample acquisition, instrument cleaning, and data managment. For assistance, please refer to the summary sheets located at the cytometer or contact the facility personnel.
- Please keep the work area clean.
- Samples should be resuspended in 12 x 75 Falcon tubes or in EPPI tubes (for analysers). Other tubes will not fit on the cytometers.
- We calculate 75€/h for cell-sorting, 25€/h for cell-analysis. For commercial-users we calculate 300€/h for sorting and 50€/h for cell-analysis.
- Any formal presentations or publications resulting from the work performed at the FCCF should be acknowledged, and a reprint should be provided. Some instruments have been purchased from grants or other sources, which also deserve to be acknowledged. The following statement is suggested: "We would like to acknowledge the assistance of the FCCF at the Deutsches Rheuma-Forschungszentrum".
- The Facility reserves the right to revoke privileges from individuals who consistently disregard these policies.

# FCCF User Registration



Give further details to S1/S2 (according to GenTG) experiments:

User name:

Project leader (GenTG):

BBS (Beauftragter für biologische Sicherheit):

Do the samples belong to S1 or S2 ?  S1  S2

Anlagen No.:

Project No.:

Project Title:

Transgene (full name):

Modified gene (full name):

Vector:

The transport of the sample is organized in accordance to the GenTG regulations:  Yes  No

Signature of user:

Signature of project leader (GenTG):