

MCP Terms and Conditions & User agreement form 2022



MELBOURNE
CYTOMETRY
PLATFORM

Please read the terms and conditions and complete the relevant user agreement form at the back of this document. Agreement with these terms and conditions by return of the signed relevant user agreement form is a requirement before accessing the Melbourne Cytometry Platform, requesting cytometry services and making instrument bookings for assisted or DIY operation.

Accessing Local nodes

The Melbourne Cytometry Platform (MCP) has 30 cytometry resources including analysers, cell sorters and offline analysis workstations distributed across 5 buildings (nodes) at the University of Melbourne (see Appendix A). Except for the Doherty FACS Aria Fusion in PC3, most instruments may be accessed before induction, training and competency tests, but *only* if directly assisted by dedicated platform staff. These services include staff-assisted cell sorting or acquisition and analysis with our benchtop cytometers. Since assisted operation of analysers is pending of staff availability, please contact local staff to arrange an appropriate time for your session (See MCP staff table and Appendix A). You should also contact platform staff before your first cell sorting session, to discuss experimental details, cell sorter and sample requirements. Mandatory local OHS, OGTR, building and laboratory inductions will need to be completed before swipe card and 24/7 independent access is granted into any of the platform spaces.

New users wishing to gain access to MCP resources must first contact the node or platform manager, provide brief details on their research project and intended cytometry assay(s). This will allow MCP staff to identify the best instrument for the job, give you feedback on experimental design and data analysis and initiate inductions. Access to the MCP calendar will be granted after building, laboratory and instrument inductions. As part of the induction package, new users will receive instructions on how to best store and retrieve their data and will be invited to join MCP Microsoft Teams for efficient real-time communication. Instrument training and demonstration of competency is required before users can place unassisted (“do it yourself” or DIY) bookings in the calendar either within or outside of facility opening hours.

Instrument Training

- 1) Initial training and inductions (including safety) on MCP instruments must be provided by MCP staff. Experienced users may assist new users with cytometry assay-specific training but only AFTER initial official MCP induction/training provided by platform staff has been completed.
- 2) Researchers will be provided with flow cytometry training materials including theory and safety information. Researchers are required to complete theory and safety competency assessments before they undergo a face-to-face training session.
- 3) Face-to-Face training usually consists of a 2-2.5-hour hands-on induction (depending on previous cytometry experience) and follow-up, node-specific competency testing.
- 4) MCP staff retain the right to require researchers to undergo further training if deemed necessary. For instance, after an extended period of booking inactivity, when incorrect usage is observed, etc.
- 5) Users can request and join refresher sessions if deemed necessary to update their cytometry skills.

MCP Terms and Conditions & User agreement form 2022

Facility Access and Equipment Usage

- 1) MCP users may book instruments in any location within the Platform, subject to local OHS and training requirements. Booking rights and access restrictions are handled directly by the calendar based on your main location and training profile. Contact platform staff before placing bookings in new locations to organise and assist you with access and proceed to node-specific induction if required.
- 2) Researchers must abide by local OH&S rules at all times. Refer to the relevant instrument-specific training files and SOPs.
- 3) Access cards must never be handed on to a third party.
- 4) All bookings must be recorded via the MCP booking system, Calpendo. New users must request/register a new account directly via our Calpendo webpage: <https://cytometry-um.calpendo.com/>
- 5) New users are encouraged to review booking and access policies governing MCP operation of [analysers](#) and [cell sorters](#).
- 6) Calpendo accounts may be set to expire after a long period of inactivity (>3 months). To request the re-activation of your former account, please contact one of our Calpendo administrators (Vanta or Alexis, see Table 2).
- 7) Problems experienced with instrument operation or laboratory housekeeping must be reported immediately for prompt resolution or engineering assistance and to inform subsequent users of potential delays. Contact laboratory managers and MCP staff via the following channels:
 - Via Microsoft Teams (**preferred way**, since issues and alerts reported this way will be immediately communicated not just to managers but to all relevant users).
 - Directly in Calpendo via the issue report field appearing in the affected booking entry (See our MCP Calpendo User guide: <https://cytometry-um.calpendo.com/#CytometryNodes>).
 - Communicated to staff personally, via emails or phone (See Appendix A)
- 8) Any physical damage to MCP instrumentation resulting from misuse, neglect or operator error will be charged back to the research group to which the researcher belongs.
- 9) Access approval for MCP instrumentation may be withdrawn for any of the following reasons:
 - a. Repeated neglect, damage or inappropriate use of equipment.
 - b. Neglect of safety procedures, including non-adherence of PPE and breaches of OGTR and biosafety requirements.
 - c. Allowing unauthorised persons access to the facility or other behaviour deemed to be inappropriate.

MCP Terms and Conditions & User agreement form 2022

- d. Unauthorised use of external USB drives for direct data collection from cytometer computers.
- e. Use of instruments without previous training and demonstration of competency;
- f. Operating instruments without booking via Calpendo.

Data Management Policy

While most MCP data is automatically synchronized, stored and archived through a central IT server, files can be lost or corrupted. **As such, data storage is ultimately the responsibility of individual researchers.**

- 1) Follow MCP guidelines regarding data storage at cytometer computers and remote data access via the Cytometry Data-Mirror server as set out in our [MCP Data Handling Policy](#) document.
- 2) Researchers are responsible for exporting/saving their data to the local cytometer computer data mirror folder to allow for instrument-server synchronization- ensure that you allocate time for this within your booking.
- 3) *MCP recommend that data is checked for accurate export and synchronization immediately following your session. You must report any issues with data saving and synchronization as soon as these are detected.*
- 4) Whereas the MCP Data mirror server content is constantly archived and backed up to prevent data loss, data saved locally in the cytometer computers is periodically deleted as part of our housekeeping procedures, to prevent saturation of hard-drives and issues with instrument operation.
- 5) Data obtained on MCP instruments remain the property of the researcher who acquired the data.
- 6) Under no circumstances are MCP staff responsible for any lost data.

MCP Cost Recovery

MCP nodes are hosted, administered, funded and subsidised by the School of Biomedical Sciences (SBMS) Departments including Anatomy and Physiology, Biochemistry and Pharmacology and Microbiology and Immunology and the Melbourne Dental School (MDS) within the Faculty of MDHS and the Faculty of Veterinary and Agricultural Sciences (FVAS).

To recoup operational costs, the use of MCP equipment is charged at an hourly rate as set out below unless arranged and confirmed in writing by Platform managers. Billing is based on usage that is tracked via Calpendo bookings, instrument logs and pGina log tracker. Usage summaries and payment requests are sent on a monthly to quarterly basis, depending on the resource location. University of Melbourne groups should provide THEMIS account strings for GST-free internal funds transfers. Groups without THEMIS account strings will be invoiced - invoices will include GST.

Researchers from labs with **direct** administration through the above listed MCP stakeholders receive base rates for cell sorting and 'assisted' services. Other departments and external academic users accessing cell sorting are charged a small premium. Analysers are charged at a standard base rate for all University of Melbourne and Florey users.

MCP Terms and Conditions & User agreement form 2022

Bookings that are cancelled may also attract penalty charges depending on the amount of notice given. Please see our terms and conditions for of [analysers](#) and [cell sorters](#) for more details on booking rules and penalties.

Table 1. MCP Services and prices in 2022

Service	SBMS, MDS, FVAS	Other UoM Dept & academic users	Commercial/ Industry
Assisted instrument service (includes cell sorting and MCP staff performed analysis on analysers)	\$100/h	\$118/h	Contact us
User operated Analysers 4+ Laser instruments (DIY)	\$55/h*	\$55/h	Contact us
Collaboration projects - Benchtop analysers operation assisted by MCP.	DIY prices Authorship on paper	DIY prices Authorship on paper	Contact us
Assay design, consultancy, ad hoc tutorials, data analysis	\$100/h	\$118/h	Contact us
Collaboration projects – Assay design, consultancy, ad hoc tutorials, data analysis	Free of charge Authorship on paper	Free of charge Authorship on paper	Contact us
Hands-on analyser/ sorter training	\$100/h	\$118/h	Contact us
Theory training, technological seminars and workshops	Free of charge	Free of charge	Contact us

* \$50/h for Doherty facility users that are affiliated with the Dept of Microbiology and Immunology

Publication/Authorship Policy

All instruments that are on the MCP Calpendo booking system fall under the direct or indirect management of the Melbourne Cytometry Platform. Even though it may seem that no assistance was directly provided to you, the cytometer that you've used has been supported by the Platform with provision of major discounts in purchases and service contracts, usage management via our booking system, data synchronization and storage management, instrument QC, maintenance and troubleshooting. Additionally, the platform supports users with advice on the most appropriate instrument and instrument settings to use, administration of site licenses for analysis software, training and induction of new users (direct hands on, provision of seminars, workshops, etc).

- 1) The Melbourne Cytometry Platform, the specific node and (if appropriate) MCP staff must be acknowledged in all research output that has been made possible from data generated on MCP instruments. This includes papers, thesis, seminars, conference presentations & posters.

MCP Terms and Conditions & User agreement form 2022

- 2) Researchers **MUST** notify the platform of any research output (e.g. publications, presentations & posters) that arise from use of MCP instruments.
- 3) Platform staff can support your research on a collaborative basis. Any publications that include data produced via mutually agreed collaborations should include the relevant MCP staff as a co-author.
- 4) Platform staff should be considered for co-authorship whenever they have contributed significant technical, scientific or intellectual input to a study.

Collaboration Agreements

Platform staff and research groups can upon discussion and mutual agreement, engage in collaborations to best benefit their research projects. Scenario examples for former or current collaborations undertaken by MCP and University researchers include:

- Experimental design, instrument setup, execution and analysis of advanced or novel cytometry applications (i.e., large panel design, bacteria sorting, nanoparticle analysis, rare marker biodistribution, non-conventional tissues, rare cell detection).
- Assistance in instrument setup or custom modification leading to optimum instrument performance to best match research project challenges.
- Assistance in the acquisition of samples, post-acquisition data analysis, data clinics and troubleshooting.
- Data interpretation and generation of publication-ready Cytometry output (statistical analysis, tables and figures).

As part of these collaborations, sessions involving staff-assisted acquisition of analysers will be charged at the user operated (DIY) rate, while staff time spent on other support activities will be provided free of charge, but only if staff are considered for authorship in all research output that will derive from this work. Failure to add staff as co-authors in these publications will result in retrospective full-cost recovery of the collaborative services (see Table 1).

Please consult the collaboration form at the end of this document for more information. Contact us if you would like to secure specialised MCP staff support to your research projects via collaboration agreements.

Table 2. MCP Staff in 2022 All MCP staff are affiliated with the Department of Microbiology and Immunology

Role	Name	Main location	
Melbourne Cytometry Platform manager / Dental School node manager/Calpendo Admin	Dr. Alexis Perez-Gonzalez	Doherty/ MDS	alexis.gonzalez@unimelb.edu.au
MBC/ Bio21/ Doherty node manager/Calpendo Admin	Dr. Vanta Jameson	MBC/ Doherty/Bio21	vanta.jameson@unimelb.edu.au
Operator	Angela Hind	Doherty	angela.hind@unimelb.edu.au
Operator	Catherine Li	Doherty	wai.li@unimelb.edu.au
Operator	Lankesha Yapa	Doherty	lankesha.yapa@unimelb.edu.au
Operator	Dr Magdaline Sakkas	MBC	magdaline.sakkas@unimelb.edu.au

MCP Terms and Conditions & User agreement form 2022

Appendix A. MCP resources in 2022

#	Node/Calpendo Resources	Type	Lasers	OHS/OGTR	Access	Manager contact
Doherty node						
Platform managed						
1	DMI Fortessa 1 (HTS)	analyser	V/B/Y/R	PC2	All users	Vanta Jameson
2	DMI Fortessa 2 (HTS)	analyser	UV/V/B/Y/R	PC2	All users	
3	DMI Fortessa 3 (HTS)	analyser	UV/V/B/Y/R	PC2	All users	
4	DMI Fortessa 4 (HTS)	Analysers		PC2	All users	
5	DMI FACSCanto II a	analyser	B/R	PC2	All users	
6	DMI FACSCanto II b	analyser	V/B/R	PC2	All users	
7	DMI LSR II	analyser	V/B/R	PC2	All users	Alexis Gonzalez
8	DMI Aurora 1	analyser	UV/V/B/Y/R	PC2	All users	
9	DMI Aurora 2	analyser	UV/V/B/Y/R	PC2	All users	
10	DMI PC2 FACS ARIA III	Sorter	UV/V/B/Y/R	PC2	All users	
11	DMI CytoFLEX SRT	Sorter	V/B/Y/R	PC2	All users	
12	DMI PC3 Aria Fusion	Sorter	V/B/Y/R	PC3	Restricted	
13	Analysis PC 1	analysis	NA	NA	All users	
14	Analysis PC 2	analysis	NA	NA	All users	
15	Analysis PC 3	analysis	NA	NA	All users	
Doherty groups managed						
16	DMI Godfrey Fortessa	analyser	UV/V/B/Y/R	PC2	Restricted	Vanta Jameson
17	DMI Heath Fortessa	analyser	UV/V/B/Y/R	PC2	Restricted	
18	DMI Kent Fortessa	analyser	UV/V/B/Y/R	PC2	Restricted	
19	DMI Aurora 3 (Heath/Mackay)	analyser	UV/V/B/Y/R	PC2	Restricted	
Melbourne Brain Centre node						
20	MBC PC2 FACS ARIA III	Sorter	V/B/Y/R	PC2	All users	Vanta Jameson
21	MBC CytoFLEX S	analyser	V/B/Y/R	PC2	All users	
22	MBC CytoFLEX LX	analyser	UV/V/B/Y/R/IR	PC2	All users	
Bio21 node						
23	BMB/PT Fortessa 1 (Bellatrix)	analyser	V/B/Y/R		All users	Vanta Jameson
24	BMB/PT Fortessa 2 (Ginny)	analyser	V/B/Y/R		All users	
25	Bio21 Canto	analyser	B/R	PC2	All users	
Melbourne Dental School node						
26	DS CytoFLEX LX	analyser	UV/V/B/Y/R/IR	PC2	All users	Alexis Perez Gonzalez
27	DS Fortessa X-20 (HTS)	analyser	V/B/Y/R	PC2	All users	
28	DS MoFlo Astrios	sorter	V/B/Y/R	PC2	All users	
29	DS MoFlo XDP	sorter	UV/B	PC2	All users	
FVAS node						
30	FVAS FACSVerse	analyser	B/R		All users	Elizabeth Washington ewash@unimelb.edu.au

Note: For information on instrument access and capabilities visit our MCP [webpage](#) or contact us directly for additional enquiries: melbourne-cytometry@unimelb.edu.au