

Terms and Conditions (2026)



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 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 27 cytometry resources including analysers, cell sorters and offline analysis workstations distributed across 4 buildings (nodes) at the University of Melbourne (see Appendix A, page 6). Except for the Doherty FACS Aria Fusion in PC3, all instruments are in PC2 facilities and may be accessed before induction, training, and competency tests, but *only* if directly assisted by platform staff. These services include staff-assisted cell sorting or acquisition and analysis with our benchtop cytometers.

Because assisted operation of analysers is pending of staff availability, please contact local staff to arrange an appropriate time for your session *before* placing your booking in the calendar (See MCP staff table and Appendix A). You should also contact platform staff before your first cell sorting session, to discuss research project details, experimental design, 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. Following initial contact, all requests to access cell sorting, analyser training and upskilling must be submitted via our online [new users form](#). Access to the MCP booking management system (Calpendo) will be granted after building, laboratory, hands-on instrument training and quizzes have been completed and evidence of these submitted to local OHS and MCP managers. 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 on MCP instruments and laboratory inductions (including safety) 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 has been provided to the new inductee by platform staff.
- 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 2-3-hour hands-on induction (depending on the resource, training subject and previous cytometry experience) and follow-up, online resource-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.

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 resource, user 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 always abide by local OH&S rules. Refer to the relevant instrument- specific training files and SOPs.

3) Access cards must never be handed to a third party.

4) All bookings must be recorded via the MCP booking system, Calpendo. New users must register a new account directly via our Calpendo webpage: <https://cytometry-um.calpendo.com/>

5) New users should review booking/ cancellation and access policies governing MCP operation of [analysers](#) and [cell sorters](#). Details are listed in Appendix B and C below. These policies exist to provide fair and equitable instrument access, a financially accessible service for research groups/ stakeholders and a financially responsible Platform service.

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) Unless specifically advised or authorized by MCP staff to do otherwise, researchers must log into analyser PC workstations using their Calpendo username and password via the pGina login prompt and must not use another researcher's login details. Generic login details are available for logging in only if Calpendo or internet is down (users will be advised when to use this method). Users should not log into analyser workstations using their university username/ password as many user profiles fill the C: operating drive that affects computer processing power.

8) 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:

- 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)

9) Any physical damage to MCP instrumentation resulting from misuse, neglect or user error will be charged back to the research group to which the researcher belongs.

10) Access approval for MCP instrumentation may be withdrawn for any of the following reasons:

- a. 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.
- 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 data stored locally in the Data-Mirror folder of each MCP resource 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 local data storage in resource 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) Ideally, data must be checked for synchronization and accurate export 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 stored locally by the cytometer computers and operating software is periodically deleted as part of our housekeeping procedures, to prevent saturation of hard-drives, or exceedingly large software libraries and databases, leading to issues with software/hardware communication, data storage, sample acquisition and instrument operation.
- 5) Data obtained on MCP instruments remain the property and the responsibility 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 Departments of Microbiology and Immunology, Biochemistry and Pharmacology (School of Biomedical Sciences (SBS)) and the Melbourne Dental School (MDS) within the Faculty of MDHS. MCP staff salaries are partially supported by the Melbourne Collaborative Research Infrastructure Program (MCRIP) and the DVCR.

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 and node 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.

Bookings that are cancelled may also attract penalty charges depending on the amount of notice given. Please link to our Terms and Conditions for [analysers](#) and [cell sorters](#) for more details or see Appendix B and C respectively.

Table 1. MCP Services and prices in 2026

		2026 DMI/DID/DBP	2026 all other UOM Depts	2026 Other academic Institutes	2026 Industry/ Commercial
Unassisted	Cantoll	\$ 46	\$ 52	\$ 52	Contact us
	Fortessa	\$ 57	\$ 57	\$ 57	Contact us
	Aurora	\$ 62	\$ 62	\$ 62	Contact us
	CytoFLEX	\$ 62	\$ 62	\$ 62	Contact us
	Opteon	\$ 60	\$ 60	\$ 60	Contact us
	CytPix	\$ 57	\$ 57	\$ 57	Contact us
	DIY sorting	\$ 62	NA	NA	NA
Assisted services	Cell sorting PC2	\$ 115	\$ 137	\$ 137	Contact us
	Cell sorting PC3 (subject to approved access)	\$ 230	\$ 250	\$ 250	NA
	Training	\$ 115	\$ 137	\$ 137	Contact us
	Acquisition	\$ 115	\$ 137	\$ 137	Contact us
	data curation	\$ 115	\$ 137	\$ 137	Contact us
	lab-owned cytometer maintenance	\$ 62	NA	NA	NA

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 long-term storage, instrument QC and performance tracking, periodical maintenance, troubleshooting and in-house repair. Additionally, the platform supports users with advice on the most appropriate instrument and instrument settings to use, administration of site licenses reducing the costs associated with analytical software, free access to offline computers for data analysis, training and induction (direct hands on, provision of seminars, workshops, etc). As such:

- 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.
- 2) Researchers MUST notify the platform of any research output (e.g. publications, presentations & posters) that arise from the 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 must 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 research projects. Examples of 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 polychromatic panel design, bacteria sorting, nanoparticle analysis, rare marker biodistribution, non-conventional tissues, rare cell detection, complex autofluorescent samples, large particle sorting).
- 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 to support your research projects via collaboration agreements.

Table 2. MCP Staff in 2026*

Role	Name	Location	Email
Melbourne Cytometry Platform manager / Dental School node manager/Calpendo Admin	Dr. Alexis Perez Gonzalez	Doherty	alexis.gonzalez@unimelb.edu.au
Doherty node manager/Calpendo Admin	Dr. Vanta Jameson	Doherty	vanta.jameson@unimelb.edu.au
MBC and Bio21 nodes manager	Dr. Magdaline (Maggie) Sakkas	MBC	magdaline.sakkas@unimelb.edu.au
Cytometry Senior Technical Specialist	Mr. Oliver (Olly) Eltherington	Doherty	oliver.eltherington@unimelb.edu.au
Cytometry Senior Technical Specialist	Dr. Alison Morey	Doherty	alison.morey@unimelb.edu.au
Cytometry Technical Specialist	Ms. Tanvi Damani	Doherty	tanvi.damani@unimelb.edu.au

*All MCP staff regardless of main location are affiliated with the Department of Microbiology and Immunology, Melbourne Cytometry Platform, The University of Melbourne

Appendix A. MCP resources in 2026

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

	Node/Calpendo Resources		Type	Lasers*	OHS/OGTR	Access	Manager contact
#	Doherty node						Vanta Jameson
	Platform managed						
1	DMI Fortessa 1 (HTS)	analyser	V/B/Y/R	PC2	All users		
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)	analyser	UV/V/B/Y/R	PC2	All users		
5	DMI FACSCanto II b (HTS)	analyser	V/B/R	PC2	All users		
6	DMI FACSCanto II d (HTS)	analyser	V/B/R	PC2	All users		
7	DMI Aurora 1	Spectral analyser	UV/V/B/Y/R	PC2	All users		
8	DMI Aurora 2	Spectral analyser	UV/V/B/Y/R	PC2	All users		
9	DMI Aurora Frankie	Spectral analyser	UV/V/B/Y/R	PC2	All users		
10	DMI Aurora Stella	Spectral analyser	UV/V/B/Y/R	PC2	All users		
11	FOS Aglient Opteon	Spectral analyser	UV/V/B/Y/R	PC2	All users		
12	FOS CytPix	Analyser + image	V/B/Y/R	PC2	All users		
13	DMI PC2 FACS ARIA III	Sorter	UV/V/B/Y/R	PC2	All users		
14	DMI CytoFLEX SRT (BSC)	Sorter	V/B/Y/R	PC2	All users		
15	DMI Aurora CS (BSC)	Spectral Sorter	UV/V/B/Y/R	PC2	All users		
16	DMI PC3 Aria Fusion (BSC)	Sorter	V/B/Y/R	PC3	Restricted		
	Offline analysis workstations (Spectroflo analysis)						Alexis Perez Gonzalez
17	Analysis PC 1	Spectral analysis	NA	NA	All users		
18	Analysis PC 2	Spectral analysis	NA	NA	All users		
19	Analysis PC 3	Spectral analysis	NA	NA	All users		
	Doherty group-managed						Vanta Jameson
20	DMI Godfrey Fortessa	analyser	UV/V/B/YG/R	PC2	Restricted		
21	DMI Aurora 3	Spectral analyser	UV/V/B/YG/R	PC2	Restricted		
	Melbourne Brain Centre node						Maggie Sakkas
22	MBC PC2 FACS ARIA III	Sorter	V/B/YG/R	PC2	All users		
23	MBC CytoFLEX S	analyser	V/B/YG/R	PC2	All users		
24	MBC CytoFLEX LX	analyser	UV/V/B/YG/R/IR	PC2	All users		
	Bio21 node						Maggie Sakkas
25	BMB/PT Fortessa 1 (Bellatrix)	analyser	V/B/YG/R	PC2	All users		
26	BMB/PT Fortessa 2 (Ginny)	analyser	V/B/YG/R	PC2	All users		
	Melbourne Dental School node						Alexis Perez Gonzalez
27	DS CytoFLEX LX	analyser	UV/V/B/YG/R/IR	PC2	All users		

*UV = 350 nm; V = 405 nm; B = 488 nm; YG = 561 nm; R ~ 640 nm, IR = 808 nm

Appendix B. MCP analyser use and cancellation policy

Bookings via [Calpendo](#) can be made at any time subject to hands-on training, laboratory induction and access requirements and the MCP's receiving written confirmation from your group leader (their signing of the User Agreement form is sufficient).

DIY (unassisted) analyser bookings

The minimum charged booking for analysers is 30 minutes after which users are charged in 15-minute increments. Users will be charged based on the time booked or time used, whichever is longer. The manager reserves the right to alter online bookings post-use to adjust the time used (if longer than that booked).

The Facility manager reserves the right to change booking times depending on machine and staff availability but will endeavour to give researchers as much notice as possible. On occasion, MCP staff may ask users to swap instruments or modify start times to increase service efficiency.

Cancellation policy

Analyser bookings may be cancelled up to 1 minute before the booking start time without penalty*. Unless there is a fault with the instrument that is notified to us, analysers that remain booked but have not been used will be charged.

*Subject to fair use. Users who consistently place 'just in case' bookings that are consistently cancelled with little notice will be warned (and supervisor notified) and may be charged for the booking if the behaviour continues. Analysers are in high demand and bookings that are made but not used prevent other researchers from planning their experiments. Unused analyser time is also financially deleterious for the Platform.

Sample Quality

All samples run through our analysers MUST be put through 35-70um mesh strainers immediately before acquisition. For difficult, clumpy samples, staff can advise on the best method of preparation. For poorly prepared or inherently clumpy samples, researchers will be charged for the time taken to clear blockages, and subject to subsequent bookings, their analyser time may be reduced.

Safety of samples

Unless performing a functional (kinetics-based) assay or using fluorophores or antigens that are adversely affected by fixation, samples that are of primary human or primate origin or are notifiable low risk dealings (NLRD) GMOs must be fixed prior to running on our analysers. Samples infectious to humans MUST be fixed before running. The nature of all samples must be reported in Calpendo using the appropriate classification at the time of booking.

Appendix C. MCP cell sorting and cancellation policy

Cell sorter bookings via [Calpendo](#) can be made at any time, however **users who have not booked cell sorting in the past or are embarking on new experiments MUST contact Platform staff** to discuss biosafety, research project requirements, the most appropriate resource, sort strategy and the feasibility and expected duration of the sort.

For sorter bookings with less than 24 hours' notice, please email the manager at the specific node to check staff availability. Please wait for email confirmation or call us to confirm that bookings with less than 24 hours' notice will go ahead, particularly if a booking has been placed during the weekend, night time on a weeknight or during any holiday period.

The minimum booking for cell sorting is 1 hour after which users are charged in 30-minute increments. Users will be charged based on the time booked or time used, whichever is longer. Managers reserve the right to alter online bookings post-sort to adjust the time used (if longer than that booked).

The Facility manager reserves the right to change booking times depending on machine and staff availability but will endeavour to give researchers as much notice as possible. On occasion, MCP staff may ask users to swap or modify start times to increase the efficiency of usage or if a booked instrument breaks down.

Cancellation

Users can cancel their bookings up to 48 hours before their sort without financial penalty*.

Unless alternate users can be found for the full duration of a cancelled slot, cancellations with between 24-48 hours' notice before the scheduled start time will be charged 50% of the booked time, minimum of 1 hour. Cancellations with less than 24 hours' notice, and no-shows will be charged in full.

*Users who consistently cancel bookings with little notice (2-3 days) will be warned and may be prevented from making future bookings. In extreme circumstances, these users will be charged for booked time that is cancelled with little notice. While we understand that sometimes experiments just don't work out, 'place markings' or 'just in case' bookings that are cancelled with little notice do not provide other researchers with sufficient planning time for their experiments and it is financially detrimental to the Platform if timeslots cannot be filled.

Sample Quality

For difficult, clumpy samples, staff will advise on the best method of preparation and may additionally filter samples through 35-40 µm mesh filters during the sort. For poorly prepared or inherently clumpy samples, researchers will be charged for the time taken to clear blockages, and subject to subsequent bookings, the availability of sorting time may be reduced.

Poorly prepared samples may be rejected from sorting by Platform staff. This includes very clumpy samples that may block and damage the instrument. Poorly prepared samples include those that do not have appropriate controls brought for instrument setup.

Safety of samples

Samples that are of primary human origin, infectious to humans via respiratory transmission, and notifiable low risk dealings (NLRD) GMOs must be reported in Calpendo bookings to aid the operators in determining additional safety precautions that must be taken, and if the facility is suitable for the type of sample requested to be sorted.