

## Terms of use

The Benjamin Franklin Flow Cytometry (BFFC) Facility at Charité - University Medical Center Berlin provides high-quality technical and scientific services and expertise in multi-parameter high-speed cell sorting (under BSL-2 conditions, BD FACSAria Fusion) and cell analysis (up to 20 parameters, including UV laser). The BFFC is open to all scientists of the Charité, the BIH and other academic research institutions. Experienced laboratory staff operates cell sorters, while analysers are operated by researchers. Training can be provided for analytical instruments (LSR Fortessa X-20 and 2x FACS Canto II).

### 1. Services

- Independent use of the analysers BD LSR Fortessa X20 and BD FACS Canto II after training in the use of the instrument
- Instrument instruction and training for the analysis devices
- Operator-based cell sorting, including sort check and sort report
- Assistance for the planning of flow cytometry experiments
- Maintenance and Quality Control of all flow cytometry equipments
- Assistance with data analysis

### 2. Instruments

Analysers:

- BD LSR Fortessa X-20 (5 laser, 18 colours, 2 scatter parameters)
- 2x FACS Canto II (3 lasers: 8 colours, 2 scatter parameters)

Cell Sorters:

- BD FACS Aria Fusion, suitable for BSL2 experiments (4 laser, 18 colours, 2 scatter parameters)
- FACSJazz (2 laser, 6 colours, 2 scatter parameters))

### 3. Reservations

- a. The entire procedure of registration and booking the instruments is carried out via openIRIS, an online booking tool implemented in the Charité domain environment. A prior registration in openIRIS is necessary for the registration and usage of the flow cytometers. The URL for openIRIS is <https://iris.charite.de/>
- b. It is mandatory to reserve through openIRIS any equipment before usage, including weekends.
- c. An instrument can be booked up to 4 weeks (analysers) and 2 weeks (sorters) in advance in blocks of 30 minutes.
- d. The analysers are available 24/7, except during maintenance periods.
- e. The service hours for cell sorting are:
  - a. Mo – 13.00 -18.00
  - b. Thursday - Tuesday 9.30 – 18.00
  - c. Friday - 9.30 – 14.30
- f. Experiments are scheduled on a first-booked-first-served basis.

- g. If the user decides not to use the equipment, the reservation must be deleted at least 24 hours (analysers) or 48 hours (sorter) in advance.
- h. Reservations for the cell sorter work as pre-reservations and require confirmation from the Facility staff according to staff availability.

#### 4. Billing

- a. We charge for every 30 minutes started. You will be charged for the entire duration of all bookings made in the online calendar for every quarter of a year irrespective if you really have used the instrument or not.
- b. All users are charged for equipment usage and/or assistance.

Instrument (Price/hour)	Institute	Academic with Collaboration
Cell Sorters	80	112
Analysers	20	28
Training	70	80

#### 5. Acknowledgements

If publications or any other formal presentations were supported through the work of flow cytometers of Benjamin Franklin Flow Cytometry Facility this should be acknowledged in a way representing the effort of the staff and funding (FACS Aria Fusion - INST 335/597-1 FUGG and FACS Fortessa - INST 335/777-1 FUGG).

The following are examples of references:

In Materials and Methods:

*“All Flow Cytometry experiments were performed at the Benjamin Franklin Flow Cytometry Facility - Charité - University Medical Center Berlin, Germany.”*

In Acknowledgements:

*“We are grateful to the Benjamin Franklin Flow Cytometry Core Facility (A. Branco) supported by DFG Instrument Grants INST 335/597-1 FUGG und INST 335/777-1 FUGG.”*

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