

As a Cytometry and Microscopy to Omics (CMtO) user, I herewith acknowledge that I will follow these instructions during the training to me by the CMtO staff:

I will use the system responsibly, prepare samples, and follow clean-up procedures per the CMtO facility's instructions. These include cleaning the system with suitable liquids before and after my experiments up to the required times for each cleaning solution. All samples will be filtered using a 35-micron filter and in a density not more than 3000-4000 events/s. I will bring a dilution buffer in case I need to dilute, or filter tubes, if necessary, repeat filtration for samples which could aggregate over time.

I will perform cleaning and QC as instructed by CMtO staff before and after my experiments and record the results. (Cleaning and QC Procedure: Record all three cleaning cycles with the date and your initials: 1 min with the arm to the left (waste line) and 5 min with the arm to the front (Bleach, BD Detergent, and Distilled Water). At the end of the experiment, follow the same cleaning and QC procedures and record).

I will promptly inform the CMtO staff if any issues are encountered in my experiment 24/7.

I understand that the run time is continuously monitored and recorded during use.

Each time I bring sort samples, I will send the sort-form in advance for my sort. I understand that all sorts will have a minimum time of one hour charge for system start-up, calibration, shut-down protocols and any actual sort time.

I agree that if I have deviated from these responsibilities, which in any way harmed the future users of the system, I am willing to pay a financial penalty of up to \$784 to cover 8h of system usage (actual cleaning time will be billed), which includes staff time required to unclog the system to regain operation. The facility can revoke my access privileges without further notice, if deemed necessary.

I understand that it is my responsibility to download and secure my data from any systems in CMtO as soon as after I have analyzed or sorted my samples, and end of my appointment. This includes raw FCS files, sort reports, PDF's of samples and experimental files. The CMtO facility will not be responsible for any lost data.

I agree to the following hands-on training policy: Due to attention to the details focus needed for hands-on training, it is CMtO policy that we will train only one student at a time. However, if you have two or more students doing the same experiment from the same lab, we can use same/single set of samples on that day for all of them, if we could schedule back-to-back 2h slots for the training. Those training courses are billed for each person. Please follow this when requesting hands-on training. After training in one of the Symphony A1, your account will be activated in all three Symphonies in the campus, so that you can use any system 24/7.

I agree and acknowledge the following cancellation appointment policies and charges:

- No charge for appointments canceled > 48 hours in advance.
- Appointments cancelled or changed <48 hours but > 24 hours in advance will be billed 1/2 hour of use.
- Appointments canceled or changed < 24 hours in advance will be billed the entire scheduled time.

**Please note: Our cancellation policy is applicable to all CMtO services which include practical training sessions and assisted use of all CMtO instrumentation.**

Username and Signature:

Principal Investigator Name and Signature:

NetID:

Date: