

User Regulations for the Core Unit for Cell Sorting and Immunomonitoring Erlangen (As of January 1, 2026)

Contents:

- 1. General Information**
- 2. Steering Committee and Contact Persons**
- 3. Location**
- 4. Access Regulations**
- 5. Scheduling / Cancellations**
- 6. Functions of the Core Unit**
- 7. Obligations and Responsibilities of Users**
- 8. Rules of Use**
- 9. Data Storage**
- 10. Usage Fees**

1. General Information

The Core Unit for Cell Sorting and Immunomonitoring at the Nikolaus Fiebiger Center is a central facility of Erlangen University Hospital (UKER) and Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU), supported by the FAU Faculty of Medicine. The Core Unit for Cell Sorting provides researchers and scientific staff at UKER and FAU with access to technology for flow cytometric cell sorting and analysis. Services are provided by the Core Unit's staff (technical management/operators). Our Core Unit is managed and supervised by a steering committee. We offer the opportunity to plan and establish your flow cytometry experiments in collaboration with us. For this purpose, both our operators—with over 25 years of professional experience—and our scientific staff are available to provide advice and support.

2. Steering Committee and Contact Persons

Steering Committee:

Spokesperson

Prof. Dr. Simone Mader

Abteilung für Translationale Immunologie

E-mail: simone.mader@uk-erlangen.de

Deputy Spokesperson

Prof. Dr. Aline Bozec

Medizinische Klinik 3 – Rheumatologie und Immunologie

E-mail: Aline.Bozec@uk-erlangen.de

Members of the steering committee

Pof. Dr. Kilian Schober

Mikrobiologisches Institut – Klinische Mikrobiologie, Immunologie und Hygiene

E-mail: kilian.schober@uk-erlangen.de

PD Dr. Wolfgang Schuh

Abteilung für Translationale Immunologie

E-mail: wolfgang.schuh@uk-erlangen.de

PD Dr. Simon Völkl

Medizinische Klinik 5 – Hämatologie und Internistische Onkologie

E-mail: simon.voelkl@uk-erlangen.de

PD Dr. Benno Weigmann

Medizinische Klinik 1 – Gastroenterologie, Pneumologie und Endokrinologie

E-mail: benno.weigmann@uk-erlangen.de

Technical Management/ Operators:

Uwe Appelt

Core-Unit für Zellsortierung

E-mail: uwe.appelt@uk-erlangen.de

Markus Mroz

Core-Unit für Zellsortierung

E-mail: markus.mroz@uk-erlangen.de

3. Location

Nikolaus-Fiebiger-Zentrum (NFZ), Glückstraße 6, Room 03.054, D-91054 Erlangen

4. Access Rules and Authorization

The "Cell Sorting and Immunomonitoring" Core Unit is available to all research groups at Friedrich-Alexander-Universität Erlangen-Nürnberg and University Hospital Erlangen. External institutions and companies may also utilize the Core Unit's services upon consultation with the staff.

A registration form must be completed prior to using the Core Unit's services for the first time. Signing the registration form constitutes acceptance of the facility's user regulations and fee schedule. **Current fees are listed under Section 10 (Usage Fees).**

Furthermore, it must be confirmed that all users have completed the current safety training for work in an S1/S2 laboratory environment. Samples containing human material are accepted only if they have been anonymized in accordance with University Hospital Erlangen guidelines.

5. Scheduling/Cancellation

Users can check equipment availability via the online calendar on the Core Unit's website (www.facs-core-erlangen.de); login details and passwords are provided by our staff.

Appointments are preferably booked by telephone (09131-58-29322), via email, or in person (NFZ, Room 03.054-03.055).

Submission of the registration form confirms that the project leaders/principal investigators have been informed about the Core Unit's usage and associated costs and have approved them.

First-time users are asked to discuss the planning and setup of their experiments with the operators before starting. The signed registration form must be submitted to Core Unit staff no later than the first test or sorting appointment.

Reserved appointments may be cancelled without stating a reason up to 24 hours before the scheduled sorting time, either by phone or email. Cancellations made after this deadline (less than 24 hours prior to the reserved appointment) or failure to appear for the scheduled appointment without notice will result in the full cost of the booked time being charged. In the event of a delay, an ongoing sort may be terminated once the booked time has elapsed if subsequent appointments are scheduled.

The Core Unit reserves the right to cancel appointments or reschedule them following consultation in the event of technical issues or staffing problems.

Furthermore, Core Unit operators reserve the right to abort processing for samples that do not meet the quality standards required for successful sorting (e.g., sticky material, failure to meet cell viability requirements, or staining that does not meet the criteria for successful sorting). If sorting cannot be performed due to the poor quality of the sample material, the entire booked time slot will be billed regardless. As a gesture of goodwill, Core Unit staff may waive a portion of the booked time, though they are under no obligation to do so.

Frequent or repeated failure to attend scheduled appointments, inappropriate behavior toward our staff, or repeated failure to pay applicable user fees may result in exclusion or temporary suspension. Such decisions are made exclusively by the Core Unit's steering committee.

6. Responsibilities of the Core Unit:

- Coordination and scheduling among users.
- Consulting and setup support (panel design, advice on cell preparation, assistance with data analysis, etc.).
- Ensuring the technically trouble-free operation of cell sorting instruments.
- Daily checks to ensure freedom from contamination (to the extent technically feasible) and adherence to regular decontamination routines.
- Ensuring adherence to regular maintenance schedules.
- Planning and implementing the continuous development and technical expansion of the equipment.

7. Obligations and responsibilities of users/clients

- Compliance with usage rules; no disruption to the proper operation of the Core Unit.
- Acknowledgment of the Core Unit in scientific publications (either in the "Acknowledgments" section or by including staff members as co-authors).

- Payment of applicable user fees.
- Preparation of all cell samples in accordance with our guidelines (see information sheet).
- Preparation of collection vessels required for sorting (labeling, medium, etc.) by the user.

8. Rules of Use

- When working with a cell sorter, the applicable "General Laboratory Regulations" and the "Standard Operating Procedure for Genetic Engineering Work at Biosafety Level S2" apply at the installation site.
- Users must adhere to scheduled appointments; delays must be communicated by telephone.
- Samples contaminated with bacteria will not be accepted for sorting unless the procedure involves a pre-announced bacterial sort (requiring specific equipment reconfiguration).
- Samples must be brought in suitable, clearly labeled containers. Safety regulations (S2/L2, etc.) must be observed.
- Primary human cells and human cell lines must be tested for pathogenic agents prior to sorting. This includes viruses such as HIV, Hepatitis B and C, and agents capable of transforming cells, such as EBV or papillomaviruses. Samples testing positive for such agents, as well as human samples of unknown origin, may only be sorted in a fixed state.
- For human samples, please note that only fully anonymized samples and sample containers are accepted.
- To ensure continuous quality control, cells are sampled for re-analysis after the sorting process (provided sufficient material is available).

9. Data Storage

FACS data (in .fcs format) generated on the cell sorters at the Erlangen Core Unit for Cell Sorting and Immunomonitoring are stored on a network drive provided by UKER following the measurement or cell sorting procedure. Access to this network drive is restricted (only Core Unit operators have access), and the stored data are backed up continuously and automatically. In a second step, the generated data are stored in the UKER Cloud. Users can securely download their data from this cloud to their network drives, subject to access controls. The Erlangen Core Unit for Cell Sorting and Immunomonitoring will store and back up the data in the UKER cloud only temporarily (for up to four weeks). Long-term data storage and backup are the responsibility of the

users (see User Regulations). The expected data volume is approximately 200 GB per year, with an upward trend. The UKER cloud offers sufficient storage capacity and can be expanded in 1 TB increments as needed. When human samples are used, a strict requirement is that the Core Facility receives them exclusively in anonymized form; only anonymized samples are analyzed, and only anonymized data are stored.

10. Usage Fees

The Core Unit charges the following usage fees for cell sorting, based on DFG guidelines regarding equipment usage costs (last updated: 01/01/2025). For external users, VAT must be added to the usage fees.

Standard costs for cell sorting (including operators):

€65 / hour for UKER and FAU users

€130 / hour for users from hospitals and universities outside Erlangen

€260 / hour for companies and private clients

Additional costs:

€65 / hour for time-consuming preparation and reconfiguration of the sorter (e.g., for bacterial sorting and associated decontamination routines).