

This document reflects the conditions of service between the user (client) and the SCAC. The delivery of this document to the SCAC, duly completed and signed, is essential for carrying out the requested activity. Give the completed form to the facility staff or send it to [scac.usuaris@uab.cat](mailto:scac.usuaris@uab.cat). The request confirmation will be sent by e-mail in up to a week.

Please make sure to use an application that supports Java, such as **Adobe Acrobat Reader**, to properly view the content of the document.

SCAC technical approval

Date

Request #

## 1. Requestor Data

Investigator (User) (name and surname)			Signature
e-mail			
Research center	Phone Number	Date	
Project responsible, who assumes the payment of the expenses (name and surname)			

## 2. General terms and conditions

Specified at *SCAC/FOR/0320 Sol·licitud de servei USUARIS* and at *Normativa general de l'SCAC* <https://www.uab.cat/ca/servei-cultius-anticossos-citometria/normativa>

- 2.1. **Processing of personal data:** For detailed information see <https://www.uab.cat/ca/servei-cultius-anticossos-citometria/qualitat>
- 2.2. **Report of results:** in each experiment the user will receive a folder with the corresponding cytometry files, sort reports and sort analysis documents.
- 2.3. **Protocol for the submission of results:** Results will be saved in the *redscac* server (for UAB users) or will be submitted by e-mail (for external users).
- 2.4. **Confidentiality:** information regarding analysis done and data obtained will be maintained with strict confidentiality.
- 2.5. **Technical consulting after analysis:** Any technical consulting related to the service can be done within a maximum period of 6 months after ending the work.
- 2.6. **Protocol for returning samples:** Biological samples will be delivered to the client at the end of the process.

### 3. Sorting data

Requested date for sort:

#### 3.1. Experiment information



Learn more about how to prepare sorting samples on our website:  
<https://www.uab.cat/ca/servei-cultius-anticossos-citometria/doc/sorting-tips.pdf>

Cell line name:

Cell size in microns if known:

#### SAMPLES

Tube name	Cell # in each sample	# of populations to be sorted	% of target cell population	# of cells desired	Minimum # of cells desired

#### CONTROLS

Tube name	Cell # in each sample	Comments

#### 3.2. Markers

Fluorochromes	Antibodies/probe	Comments

Suspension buffer:  Collection buffer:

#### 3.3. Collection format

**Bulk:** 12X75 (cytometry tube) 15 mL conical 1,5 mL PCR/Eppendorf  
**Microtiter plate:** 384 well 96 well 48 well 24 well  
**Other** (slides, custom containers, please indicate):

#### 3.4. Purpose of sort

Purpose of sort (sterile culture, RNA extraction, etc.):

Special instructions:

#### 4. Sample Biosafety information

The cell separation process involves aerosol generation. According to biological agents present in the sample, the aerosols lead a risk for both, the staff, and the environment. Information on the type of samples and potentially infectious agents is critical to the effectiveness of biosecurity measures. Therefore, this form must be fully completed and signed by the principal investigator requesting the use of the Service.

<b>Sample name:</b>			
<b>Cell type:</b>		(e.g., Lymphocytes, PBMC, fibroblast, etc)	
<b>Cell source:</b>		(e.g., mouse, human, non-human primate, etc)	
<b>Sample source:</b>		(e.g., Patient, animal facility, Blood Bank, Outside Institution source, etc)	
<b>Does the sample contain any known infectious agent?</b>	Yes No	List agent:	<b>If yes</b> , provide pathogen registration or biosafety review documentation:
<b>Were the cells genetically engineered? (i.e., transduced or transfected with adenovirus, lentivirus, retrovirus, or other vectors)</b>	Yes No	List agent:	<b>If yes</b> , provide pathogen registration or biosafety review documentation:
<b>Were the cells transformed using any virus? (i.e., SV-40, EBV, CMV, HTLV-1, or Herpes saimiri?)</b>	Yes No	List agent:	<b>If yes</b> , describe a method for determining that no live virus remains in the culture.
<b>Other comments or clarifications:</b>			
<b>Will the sample be fixed before submitting to the laboratory?</b>	Yes No	<b>If yes</b> , describe the fixation protocol, fixative and concentration, and exposure time.	