

uOttawa Flow Cytometry Core Facility

**Facility Usage Agreement**

**Facility Rules:**

1. User must book all usage on the uOttawa Flow Cytometry Core Facility online scheduler
2. No unauthorized physical adjustments are to be made to any of the instruments
3. All users must be authorized for usage on individual instruments by the facility staff
4. It is the user’s duty to report to the facility staff any unusual instrument behavior as soon as it is noticed
5. User must leave the instrument and facility in good working order which involves:
	1. Following cleaning protocol as outlined by the facility for each instrument
	2. Emptying of waste from the instruments
	3. Refill of sheath fluid
	4. Disposal of used gloves, tubes, and other trash
6. User is responsible for damages due to negligence and misuse of instruments

The Facility Rules have been explained to me by the Facility Staff of the uOttawa Flow Cytometry Core Facility and I have also read and agree to the Facility Rules as outlined above

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User Name (Print Name) Signature Date

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Principle Investigator (Print Name) Signature Date

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Facility Manager (Print Name) Signature Date

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Facility Director (Print Name) Signature Date