Regulations of the "Imaging Mass Cytometry Platform" University of Bern/University Hospital Bern

Management Board (MB): Members of the MB are listed in Annex I

MCP Steering Committee (SC): Members of the SC are listed in Annex II

1. Purpose of the Facility

The Imaging Mass Cytometry Platform (IMC) is a joint and open platform operated by the University Institute of Clinical Chemistry (UKC). The facility is an interdisciplinary platform for clinical research, utilizing the technologies of multi-parametric mass cytometry and imaging mass cytometry. It enables clinicians and scientists to enrich clinical studies with multidimensional cellular analyses.

The MCP is not profit-oriented. The users from the University of Bern and Inselspital assume operating costs only.

2. Location

INO, Stock F, room 608A, which belongs to Institute of Pharmacology (PKI) as stated in "Vereinbarung zwischen Direktion Infrastruktur, Insel Gruppe und dem Institut für Pharmakologie, Universität Bern betreffend Betriebs- und Raumkosten für das Institut für Pharmakologie im INO, Geschoss F, Raum F 608A", dated 02.10.2019.

3. IMC Steering Committee

The steering committee (SC) approves the flat-rate costs for the use of equipment. The SC decides on the prioritization of projects. It approves the user regulations. The SC can change with the addition or replacement of members.

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4. Management Board

The management board (MB) manages the necessary infrastructure. They assess and approve the incoming project applications on behalf of the SC. They coordinate the use of the equipment and the associated software. Consumables and reagents needed to run the platform are ordered centrally by the MB staff. They organize support and services for the instrument and interact directly with Fluidigm. The MB can change with the addition or replacement of members.

5. Operation hours

Monday-Friday, 09.00 to 17.00, without public holidays; access outside official working hours is possible after consultation and coordination with the MB. The use of the devices takes place with written access authorization by the MB.

6. Technical Maintenance

Daily, weekly and monthly maintenance and technical support is provided and organized by designated persons (see Appendix I) and Fluidigm. Persons mentioned in Appendix I are the contact point in case of malfunctions.

7. Data Management

All data will be initially saved on the hard drive of the Helios/Hyperion computer, and then immediately moved to a user server. Within 3 months all data will be deleted from the facility hard drives. The facility is not responsible for storing user data.

8. Data Analysis

At present, the IMC platform is not able to provide the service of full data analysis but will assist users to find a solution for analysing and interpreting MC/IMC data.

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9. Users

Access and access conditions are regulated and monitored by the SC. Laboratory and/or research group leaders and their staff, physicians, natural scientists or scientific technical staff from the University of Bern and Inselspital are possible users. The following categories are distinguished:

User category A (Power User): Uses device for data collection. This requires a comprehensive introduction of the instrument by the MB. Design of the study and data evaluation are carried out solely by the user. Power Users are assigned by the MB.

User Category B (Power User in training): The study design is mainly prepared by the users. The use of the equipment and data quality control are carried out in cooperation with the MB.

User Category C (Inexperienced User): The study and experimental design is performed in collaboration with the MB. Equipment use and data quality control also take place in close cooperation with the MB.

10. Costs

The costs are calculated in compliance with the SNSF guidelines of infrastructure use and the pricing concept of the "Direktion Lehre und Forschung", University Hospital Bern, Inselspital. The operator fee is based on the tariff rate 70.0013.00 "Direktion Lehre und Forschung".

The price lists are annexed to this regulation (Annex III). The MB shall adapt these price lists on behalf of the SC in the event of changes.

11. Scheduled use of the devices – Booking System

Category A users can schedule the machine as needed.

Categories B and C will schedule mass cytometry (Helios) during working hours.

Hyperion users can schedule multi-day acquisitions in collaboration with designated persons (see Appendix I). The device has its own reservation plan and personnel resource planning. The device reservations are discussed with the users and determined together. Use of the machine will be determined by its availability according to an online booking calendar supported by the Microscopy Imaging Center (MIC) of the University of Bern. Access to the booking calendar as read only will be provided to users in categories A, B and C. Only A users can book the machines autonomously.

12. Invoicing

The platform will run off its own account. The expenses of the platform are the joint responsibility of the UKC and UVCM as per the "Vereinbarung zwischen dem Institut für Pharmakologie und der Universitätsklinik für Viszerale Chirurgie und Medizin sowie dem Universitätsinstitut für Klinische Chemie betreffend Beschaffung und Betrieb eines Hyperion Imaging Sytem", date 20.09.2019.

Invoicing for user fees will be done quarterly by the MB. Bills will be distributed by the Institute of Pharmacology (PKI).

13. Quality Assurance

The MB will prepare the operating instructions for the devices and the software and provide general protocols for sample preparation. The MB will provide machine quality control for all samples acquired and troubleshoot as needed.

14. Final Provisions

The users of the device can be held liable for damage to the device or other laboratory equipment caused by improper operation.

15. This document was approved by the SC on 20.08.2020. The MB can update and edit this document on behalf of the SC as needed.

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