

General

The primary goal is that all users of the Cytometry Facility can run their experiments without complications. Our penalty point system aims to make users who:

- **misuse** or **abuse** the equipment or
- **disregard** scheduling or Facility policies,

aware of the consequences of their actions in order to avoid such issues in the future.

Penalty point rules

- A penalty point is given for infractions of Facility rules.
- Each penalty point expires 6 months after being assigned.
- Upon collecting of 3 penalty points, the user's account will be temporarily deactivated for 1 month. **During this time, you will not be able to run any experiments at the Cytometry Facility.**

After this month, the user account will be reactivated.

- The cytometry facility reserves the right to restrict instrument usage for longer periods if repeated misbehavior occurs.

You will get penalty points for infractions of Facility rules, including but not limited to the following actions:

- Not turning off the machine as the last user of the day.
If you are scheduled as the "last user of the day" and you cannot make it to the instrument for whatever reason, it is still your responsibility to ensure that the instrument will be shut down by the previous user. Leave a note in the comments field of the booking system, contact the previous user by mail and get a confirmation that the user will shut down the instrument.
- Not adhering to your booked time and blocking the instrument.
If you need more time than you have booked, you may kindly ask the following user if they would allow you to keep going. This should be an exceptional situation and if the next user has a tight schedule, you are obliged to leave the machine on time.

- Using the instrument without booking
Both for accountability and billing, you must book every instrument usage in the booking system.
- Damaging the equipment by carelessness (broken connectors, etc) or not reporting accidental damage to the facility staff.
- Complicating the instrument usage for other people
 - leaving the machine without washing it
 - not emptying the waste or refilling the sheath tank according to SOP instructions
 - changing an instrument's optical configuration without permission
 - changing an instrument's optical configuration with permission, but not reverting it back to the original state before the next user
- Using other people's user accounts or providing access to your user account. Every registered user has a personalized user account. You are not allowed to let other people use your account. If you experience problems with your user account, contact us under info@cytometry.uzh.ch.