General
The primarily goal is that all users of our facility can smoothly run their experiments as planned. Our penalty point system aims to tackle users who demonstrate misuse or abuse of equipment, scheduling, or core policies.

Penalty point rules
- A penalty point is given by the machine supervisors for below mentioned actions.
- 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 won’t be able to do any experiments at our facility.**
  After this month the user account will be reactivated and penalty points become deleted from the record.
- The cytometry facility reserves the right to restrict instrument usage for longer periods if repeated misbehavior will occur.

A penalty point is given for any of these 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 off by the previous user (email and phone number can be found in the booking system by clicking on the name of the person).
- Damaging the equipment by carelessness (broken connectors, etc) or not reporting any accidental damage to the facility staff.
- Complicate the instrument usage for other people
  o leaving the machine without washing
  o not emptying the waste or refilling the sheath tank
  o changing instrument’s optical configuration
- Using other people’s user accounts or providing access to your user account. Every registered user is provided with a personalized user account. No one else is allowed to use this account. If you experience problems with your user account, contact us fcf@cytometry.uzh.ch.
- 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 he/she would allow you to keep going. This should be an exceptional situation and if the next user has a tight schedule you HAVE TO LEAVE the machine on time.