

USER REGULATIONS

Multi-Parametric Bio-Imaging and Cytometry (MPBIC)

Center for Medical Research Infrastructure (ZMF)

Medical Faculty of the Otto von Guericke University Magdeburg

Management and Contact Persons

Head of Multi-Parametric Bio-Imaging and Cytometry (MPBIC)

Prof. Dr. Anne Dudeck

anne.dudeck@med.ovgu.de

Office Phone 0391 67 15382

Prof. Dr. Andreas J. Müller

andreas.mueller@med.ovgu.de

Office Phone 0391 67 24391

Contents

Preface	1
§ 1 Scope	1
§ 2 Tasks	1
Use	1
§ 3 User Groups	1
§ 4 Admission	1
§ 5 Regulation of User Priorities	1
§ 6 User Obligations	2
§ 7 Safety Instructions	2
§ 8 Liability	2
Data Backup	3
§ 9 Data Analysis/Data Storage	3
§ 10 Acknowledgement in Publications	3
Registration	3
§ 11 Booking System	4
§ 12 Registration	4
§ 13 Cancellation or Rescheduling	4
Costs	5
§ 14 Usage Fees	5
Miscellaneous	5
§ 15 Violations of the User Regulations	5
§ 16 Entry into Force	5
Appendix 1: Application including Project Planning	7
Appendix 2: Acceptance of the User Regulations and Binding Assumption of Costs	8
Appendix 3: MPBIC Fee Schedule	9

Preface

The imaging and microscopy platform "Multi-Parametric Bio-Imaging and Cytometry" (MPBIC) is part of the Center for Medical Research Infrastructure (ZMF), a central operating unit of the Medical Faculty (MED) of the Otto von Guericke University Magdeburg (OVGU), and is subject to the general regulations governing the administration and use of the ZMF.

§ 1 Scope

- (1) The imaging and microscopy platform "Multi-Parametric Bio-Imaging and Cytometry" (MPBIC) serves as a central facility for cell analysis and supports institutes and clinical departments of the MED of OVGU in all matters relating to light microscopy and flow cytometry.
- (2) In addition to access to state-of-the-art cytometers, confocal and wide-field microscopes, MPBIC provides services in intravital microscopy and multiplex imaging.
- (3) These User Regulations govern the principles applicable to all activities and users of the imaging and microscopy platform (MPBIC).
- (4) The available equipment and technical details, as well as the services including the fee schedule, are published online in their current version.
- (5) The respective scientific and technical staff of the platform are listed there as contact persons and equipment managers, including contact information and laboratory telephone numbers.
- (6) For questions concerning registration and use of the MPBIC platform, the responsible staff may be contacted at ZMF-MPBIC@med.ovgu.de.
 - a. Confocal Microscopy & Flow Cytometry**
 - b. Intravital & Wholmount Imaging**
 - c. Multiplex Imaging**

§ 2 Tasks

- (1) Before and during the planning phase and throughout the project, users receive instruction, support and advice from members of the service unit on all specific technical and experimental matters.
- (2) The services also include training in the use of the equipment of the MPBIC platform.
- (3) The equipment managers of the platform ensure continuous operational readiness and availability through regular maintenance. Users will be informed immediately in the event of

equipment failure or scheduled necessary maintenance.

Use

§ 3 User Groups

- (1) The rules set out in these regulations apply to all users. All researchers and interested parties of the MED (internal users), associated/academic users and external users (industry partners) are entitled to use the equipment of MPBIC.
- (2) The following user groups are distinguished:
 - a. Internal users are all employees of the MED and the other faculties of OVGU as well as University Hospital Magdeburg (UKMD), including persons working at OVGU as visiting researchers, associated scientists or scholarship holders.
 - b. Associated/academic users are admitted on the basis of existing cooperation agreements (e.g. DZNE, LIN) and/or pursue a non-commercial purpose.
 - c. External users are all other institutions, in particular those pursuing a commercial purpose (e.g. industrial clients).

§ 4 Admission

- (1) The requirements for admission as a user include:
 - a. An approved application for admission. The planned experiments must be outlined in accordance with the information under "Project Planning" (§ 12) (Appendix 1).
 - b. Acceptance of these User Regulations by written confirmation that they have been read and understood (Appendix 2).
 - c. Submission of a signed declaration of assumption of costs by a person/body duly authorized for this purpose (Appendix 2). The forms are available on the MPBIC website.
- (2) The technical feasibility of the projects is assessed by the platform staff on the basis of the submitted project planning.
- (3) In cases in which projects require a substantial amount of measurement time and/or resources, a review is carried out by the platform management in consultation with the staff before acceptance, based on the criteria defined in "Project Planning" (§ 12).

(4) In principle, the equipment of the service department may also be used for industrial and commercial projects.

§ 5 Regulation of User Priorities

(1) As a general rule, scientific staff of the MED have priority in using the MPBIC platform; beyond this, all users have equal priority with regard to reserving equipment.

(2) The chronological order of admission is generally determined by the date on which the application for admission is received; § 5(1) remains unaffected.

(3) A particular piece of equipment may be booked by a user and/or for an individual project for a maximum of two full days per week. If more time is required due to specific experimental project requirements, the MPBIC platform management must be contacted.

(4) Booking equipment more than three weeks in advance requires approval by the MPBIC platform management.

(5) If equipment is fully booked, usage priority is determined on the basis of the assessment of the project summaries. This prioritization is carried out by the MPBIC platform management or, where applicable, by the equipment managers (see Project Planning § 12).

(6) The equipment is available Monday to Friday from 8:00 a.m. to 5:00 p.m.

(7) Outside these hours, the equipment may only be used by users who have received specific training and authorization from MPBIC staff.

(8) Access to the individual rooms of the MPBIC platform is restricted exclusively to authorized users. Access rights are granted and monitored in advance by the MPBIC platform management. Where necessary, individual access permissions may be issued that restrict or extend access to specific areas.

§ 6 User Obligations

Users are obliged to:

- comply with the general obligations set out in the regulations governing the administration and use of the ZMF (§ 20);
- comply with the MPBIC User Regulations in their current version;
- comply with the applicable MPBIC hygiene regulations;
- use the equipment in accordance with the training provided;
- contact MPBIC staff if they are uncertain about how to operate the equipment;
- report any errors or defects in equipment immediately to platform staff and register them in the booking system;
- immediately inform MPBIC staff in the event of an uncontrolled release of experimental solutions or other chemical or biological contamination and report its nature and extent in order to prevent damage and injury;
- keep the work area and equipment clean and organized so that subsequent users can work under optimal conditions (FACS equipment: rinse, remove waste, refill FACS solution containers, empty waste containers; microscopes: clean lenses and a clean microscope stage, do not leave broken glass behind, remove used syringes and pipette tips). Checklists are additionally provided alongside the training and are visibly displayed or posted in the respective work area to ensure compliance;
- leave lasers and fluorescence lamps in the correct condition (switched on or off). Laser and fluorescence light sources must be switched off if there is no booking within the next four hours. The booking calendar should be checked for this purpose or MPBIC staff should be contacted;
- use biosafety levels S1 and S2 only if MPBIC has approved the respective project of the research group, a copy of the corresponding project approval is available, and the associated experiments are documented (see also § 7 Safety Instructions).

§ 7 Safety Instructions

(1) Measurements may only be performed by persons who:

- have completed safety training for the respective equipment;
- have received S2 and laser safety training;

- have signed a safety declaration and a data protection declaration pursuant to Article 6(1)(b) GDPR.

(2) Users are obliged to comply with the general occupational health and safety regulations and the operating instructions pursuant to the Genetic Engineering Safety Ordinance.

(3) To ensure the documentation obligation, users are required to provide information on the genetically modified organisms (GMOs) used and the corresponding permits.

(4) Training on the various pieces of equipment must be documented ("Training Record for Active Medical Devices").

(5) Heads of research groups must ensure that their scientists are appropriately trained in essential laboratory skills and all required health and safety training, including mandatory training provided by the Medical Faculty, e.g. fire safety.

(6) Work at biosafety level S2 may only be carried out with the approval of the Biosafety Officer of the MED and with official authorization from the State Office for Consumer Protection in Halle (LAV).

(7) The relevant permits and registration numbers issued by the authorities (for both S1 and S2) must be submitted to MPBIC before the experiments begin.

(8) At each measurement station, all biosafety level S2 work (including the reference number of the S2 application) must be documented upon entering the platform.

(9) It should be noted that even for officially approved S2 work, the registration of new S2 pathogens and/or genetic constructs for the respective platform rooms must be updated by the Biosafety Officer.

(10) Compliance with laser safety rules in accordance with Service Instruction 01/2020/96 of the MED of OVGU Magdeburg is mandatory. Questions concerning laser safety rules should be addressed to the MPBIC Laser Safety Officer.

§ 8 Liability

(1) Users are personally liable in accordance with statutory provisions. This applies in particular to damage caused by failure to comply with the obligations incumbent upon users, failure to follow binding instructions issued by staff, or failure to comply with operating instructions.

(2) Violations of the guidelines for the proper use of equipment, improper operation of equipment and non-compliance with the User Regulations may result in users losing the right to conduct experiments independently and being excluded from use of the platform.

Data Backup

§ 9 Data Analysis/Data Storage

(1) Experimental data generated during use are stored on a computer assigned to the equipment. Upon leaving the workstation after the end of the respective booking period, users must transfer the data themselves to a suitable secure medium. Appropriate media are provided upon request by the IT and Medical Engineering Department (ITMT) and the Data Integration Center (DIZ). Only newly formatted storage devices may be used for this transfer; such devices must also be registered with the Medical Data Center (MRZ) and checked for malware immediately before use.

(2) The IT systems of MPBIC are subject to the IT security regulations of University Medicine Magdeburg (UMMD).

(3) No liability can be assumed for temporarily stored data after the booking period has expired.

(4) After one month, all data may be deleted without further consultation; in the event of capacity constraints, deletion may occur earlier after notification of the user by email.

(5) Users of the Fortessa FACS systems must export their data from the database to their research group's export folder and immediately remove their data from the database after measurement. The databases of both Fortessa systems are regularly cleaned by MPBIC staff.

(6) Users are prohibited from storing data on drive C, the desktop or local device-specific document folders.

§ 10 Acknowledgement in Publications

(1) The contribution of MPBIC to research results must be appropriately acknowledged in publications in accordance with the generally accepted rules of good scientific practice (DFG Code of Conduct).

(2) If the extent of the contribution justifies co-authorship of MPBIC staff (e.g. method development, participation in experimental planning, extensive data analysis), they must be involved in preparing the manuscript.

(3) Any other form of contribution shall be acknowledged in the "Acknowledgements" using the following wording: "The authors acknowledge the Multi-Parametric Bio-Imaging and Cytometry core facility MPBIC at the Medical Faculty of the OvGU Magdeburg for scientific and technical support." Notification to the management of the MPBIC platform shall be made after confirmation that the manuscript has been accepted.

Registration

§ 11 Booking System

(1) Booking of usage times on the various devices/systems is carried out via the electronic web-based booking system (Infinity by Idea Elan). The link to this booking system is available on the MPBIC website.

(2) The daily usage times available for booking are determined by MPBIC staff, announced in the booking system and updated where necessary.

(3) Registered users receive a personal user account and password for reserving and using equipment.

(4) Sharing login credentials with third parties is not permitted and may result in deactivation of the account.

(5) Untrained or unregistered persons may not use microscopes or FACS equipment unsupervised during measurement periods booked by registered users. Users are also prohibited from training other persons or authorizing others to use MPBIC.

(6) In urgent cases, such as manuscript revisions, users may request an exception. Requests must be submitted in writing to the MPBIC platform management and must explain the urgency. The management decides on approval and informs the users of the measures taken. Legitimate requests will be prioritized in order to minimize disruption to regular bookings.

(7) Users are requested to inform MPBIC if their employment contract ends, their affiliation with a research group changes, or a scientific project is completed. In these cases, the user account will be deactivated and personal data will be deleted within six months.

(8) Booked measurement times should be used efficiently. Users are encouraged to reserve only the amount of time necessary to perform the measurements. Repeated unnecessary bookings or repeated exceeding of booked measurement times may result in restrictions on booking rights or, in repeated cases, exclusion from use of the platform.

§ 12 Registration

(1) Upon first registration for use of MPBIC, every user must submit an application including project planning, which is available on the MPBIC website (Appendix 1).

(2) This includes a brief project overview describing the work plan, planned experiments, experience with the required equipment, support required from MPBIC staff, and the required measurement methods and measurement time.

(3) The contact persons and, where applicable, the commissioning body must also be specified.

(4) Risk assessments relating to chemical and biological safety as well as occupational safety must be submitted by the experiment lead and the project lead. Access to the equipment is not possible without a properly completed application, including the individual authorization numbers for work at biosafety levels S1 and S2.

(5) The application is assessed by platform staff with regard to the technical feasibility of the project.

(6) Scientific aspects are assessed in consultation with the platform management and staff. This applies primarily to projects requiring extensive measurement time and resources. Based on these assessments, a decision is made as to whether the study can be carried out with reasonable effort. The main criteria for this decision are:

- feasibility and expected significance of the experiments;
- availability of appropriate equipment and technical support;
- ratio of effort/expenditure to prospects of success;
- urgency, e.g. in the case of manuscript revisions.

§ 13 Cancellation or Rescheduling

(1) Cancellations or rescheduling must be carried out via the booking system and are free of charge up to 48 hours before the scheduled start of measurement. Users are obliged to release the slot that has become available

themselves in the booking system so that other users have the opportunity to book it.

(2) Cancellations or rescheduling within 48 hours before the booking slot are only possible through MPBIC staff. MPBIC must be actively notified. If the booking slot cannot be reallocated, users will be charged a proportionate amount of the equipment costs.

(3) If users do not appear within one hour after the scheduled start time and do not inform the responsible staff, the measurement time will be reallocated without further consultation. The booked time will nevertheless be charged.

(4) The service unit reserves the right to reschedule or cancel individual appointments for technical or organizational reasons after consultation with the users.

Costs

§ 14 Usage Fees

(1) Users are required to pay usage fees for the time booked for use of equipment and for the services offered and utilized.

(2) Usage fees are generally invoiced quarterly and calculated per booked hour of use.

(3) Users' cost contributions are based on the current service and cost catalogue (Appendix 3). This catalogue is available on the MPBIC website. The expected costs are displayed to users in the booking system before the service is provided.

(4) Different usage fees apply depending on the user's status (internal, associated/academic or external user).

(5) The services used are also differentiated according to the operating mode and scope of the service units provided.

(6) Before the service is provided, users must provide the cost center/PSP element to be charged (Appendix 2) and undertake to assume the costs on a binding basis.

(7) No usage fee is charged for booked usage times during which equipment is defective or cannot be used for other technical or organizational reasons.

(8) Upon request, the platform management may reduce or waive the usage fees in this context if the experiments are in the interest of MPBIC (e.g. scientific collaboration, teaching, method establishment).

(9) For short-term cancellations of booking slots (within 48 hours before the booking) that cannot be reallocated, 50% of the costs will be charged.

(10) If booked usage slots are not used without prior cancellation or notification, 100% of the costs will be charged.

(11) Costs for purchasing consumables (e.g. staining reagents) or experimental animals will be invoiced to or directly borne by the respective user.

Miscellaneous

§ 15 Violations of the User Regulations

(1) The User Regulations are binding for all employees and users of the MPBIC platform.

(2) If users act contrary to instructions issued by the MPBIC management or platform staff, or if they violate applicable statutory provisions or the MPBIC User Regulations when carrying out projects (in accordance with internal and external regulations), an immediate temporary suspension of experiments may be imposed.

(3) The MPBIC management decides on the suspension of experiments and its duration and informs the ZMF.

(4) Persons affected by exclusion from use of MPBIC have the right to lodge a complaint. The complaint has no suspensive effect and must be submitted in writing to the ZMF within two weeks of receipt of the decision, stating the reasons for the complaint.

§ 16 Entry into Force

When commissioning MPBIC, acknowledgement of these regulations and additional appendices (cost overview) is confirmed by acceptance.

- Any objections to the User Regulations and the corresponding appendices must be submitted in writing to the MPBIC management before commissioning, where applicable.

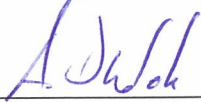
Issued on the basis of the resolution of the Faculty Council of the MED dated 03 June 2025.

These regulations enter into force on 01 January 2026 and will be evaluated after two years.

Magdeburg, 12 June 2025



Prof. Dr. Andreas Müller
Multi-Parametric Bio-Imaging and
Cytometry (MPBIC)



Prof. Dr. Anne Dudeck
Multi-Parametric Bio-Imaging and
Cytometry (MPBIC)

Anja Bernhardt

Digital unterschrieben von Anja Bernhardt
Datum: 2026.08.13 10:58:59 +02'00'

Dr. Anja Bernhardt
Center for Medical Research
Infrastructure (ZMF)

Appendix 1: Application including Project Planning

Registration form for the core facility "MPBIC"

In order to book and use equipment of the MPBIC, the following form must be filled out, signed and returned to the service unit.

User:

Institute, address:

Telephone number, email:

Principal investigator:

Address of PI:

Telephone number:

Email:

Head of institute/clinical department:

Title of study:

Study abbreviation (Studienkürzel):

Planned methods (FACS analysis, FACS sorting, microscopy, live cell imaging, image analysis:

Scope of the project (please describe the intended use of the results):

Biosafety level of the planned study:

Short description and aim of the project:

Projected measuring hours:

Planned start date:

I have read, understood and am accepting the user guidelines of the MPBIC:

Date

Signature of user

Signature of PI

Appendix 2: Acceptance of the User Regulations and Binding Assumption of Costs

(Please complete in full and return to the MPBIC platform)

User Regulations of the MPBIC platform

I confirm that I have read and understood the User Regulations of the MPBIC platform. By signing, I also confirm my acceptance of the User Regulations. I hereby agree that the data listed below may be stored and used for the purpose of billing/invoicing as well as for the preparation of anonymized evaluations and statistics. Disclosure of my data beyond this scope is excluded.

Name, first name

Institution:

Research group:

Email address:

.....
Data

.....
Signature of user

Confirmation of assumption of costs and authorization for the MPBIC platform

I hereby confirm acceptance and approval of the declaration of assumption of costs for the services used by our group from MPBIC.

The specified cost centers will be charged in accordance with our agreement. By signing, I confirm that the services listed will be used by our research group and that we assume responsibility for payment of the costs incurred.

We are aware that payment of the costs must be made within a reasonable period in accordance with the applicable guidelines and agreements.

Cost center/PSP element:

.....
Date

.....
Signature of head of research group

Appendix 3: MPBIC Fee Schedule

Based on § 14 of the User Regulations, the usage fees for internal cost allocation are listed below, differentiated by user group and operating mode.

Version: 01.01.2026

Service Fee								
Equipment / Service [€]/h	Service Operation			Application Operation			Poweruser	
A. Internal Users B. Associated / Academic Users C. External Users	A	B	C	A	B	C	A	B
2-Photon Microscope Zeiss LSM880	77,43 (*100)	120,65	131,41	24,66 (*50)	45,30	52,29	10,15	24,58
2-Photon Microscope Leica Stellaris	84,48 (*100)	130,72	141,98	31,71 (*50)	55,37	62,86	17,20	34,65
Confocal Microscope Leica SP8	71,82 (*60)	112,64	122,99	19,05 (*25)	37,29	43,87	8,50	22,22
Wide-field Microscope Leica DMI8	8,94 (*40)	22,84	28,71	3,66 (*15)	15,31	20,80	1,02	11,54
Flow Cytometry – 5 lasers	-	-	-	10,96 (*25)	25,73	31,74	8,32	21,97
Flow Cytometry – 3 lasers	-	-	-	7,00 (*15)	20,08	25,81	5,68	18,20
Sorter	63,91 (*80)	101,35	111,14	21,70 (*40)	41,07	47,84	16,42	33,53

* DFG maximum reimbursement amount, DFG Form 55.04 – 01/26

* The maximum rates defined by the DFG for the respective equipment (regular user operation only) may only be charged in individual cases if users receive substantial support from the platform in data analysis. Whether the corresponding capacities are available must be clarified with platform staff in advance and must be approved by the platform management.