

Regulations for the Use of the "STEM CELLS AND ORGANOIDS" Facility
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In this regulation document, the USER refers to personnel accessing the Facility and physically using the equipment, while the Principal Investigator (PI) refers to the supervisor of the USER and the holder of financial autonomy.

For access to the Facility, the PI must contact the FACILITY EQUIPMENT MANAGER (alessandro.rosa@uniroma1.it) for general information regarding the intended use of the equipment, such as cell type, project timeline, expected frequency of use, USER experience level, expected number of plates in the incubator, etc.

Upon first access, the USER will receive basic training on the use of the equipment. Only USERS with a solid level of experience in cell cultures, including proper experience with biosafety cabinets, incubators, and microscopes, will be allowed to use the equipment. Specific training sessions for organoid culture equipment (orbital shakers, ESCO biosafety cabinet) can be arranged with the FACILITY EQUIPMENT MANAGER.

Technical support for equipment usage during work sessions can be discussed directly with the responsible technical staff and will be provided at their discretion.

GENERAL RULES

1. Only uncontaminated cell cultures may be brought into the Facility. At their discretion, the FACILITY EQUIPMENT MANAGER may require proof of the absence of mycoplasma contamination before the first access.
2. The USER will operate the equipment independently and without supervision. The PI will be held responsible for any damage or misuse of the equipment, even if they are not the direct USER.
3. Consumables (tips, serological pipettes, plates, tubes, vials, etc.) are not provided by the Facility, but storage space in cabinets and lockers may be arranged upon request. In such cases, the PI will have a dedicated storage area, subject to availability. Boxes and bags must be labeled with the PI's name and, if applicable, the USER's name (for multiple users from the same research group).
4. Culture media and reagents may be stored in the Facility's refrigerator/freezer. Each container must be labeled with the PI's name and, if applicable, the USER's name.
5. If evident contamination (e.g., mold) is observed in a cell culture within the incubator or in stored culture media, the TECHNICAL STAFF RESPONSIBLE FOR EQUIPMENT USAGE will immediately notify the USER or PI. If they are unreachable, disposal will proceed without prior notice. Under no circumstances may contaminated samples be

stored in incubators or refrigerators. Each USER must report any suspected contamination in their own or others' samples to the TECHNICAL STAFF RESPONSIBLE FOR EQUIPMENT USAGE and, if necessary, to other USERS.

6. Access to the Facility is granted for a period specified in the Fee Schedule (ACCESS PERIOD). The "hourly rate" and "12-hour package" do not include incubator use. Monthly and annual packages include full access to all Facility equipment.
 7. The ACCESS PERIOD may be extended if experimental needs require it. If an extension of less than three months is requested, a custom fee may be arranged with the FACILITY EQUIPMENT MANAGER.
 8. During the ACCESS PERIOD, each USER may book a biosafety cabinet for consecutive hours per day. The minimum booking time is one hour, and the maximum is three hours per day. If no other USERS are scheduled that day, additional usage beyond three hours is permitted.
 9. Reservations must be made using the shared Google Calendar, the link to which will be provided to all users. Access to the Facility will be based on the chronological order of the received requests. Access is granted based on the order of received requests.
 10. Cancellations must be made at least 24 hours in advance. Failure to cancel will result in lower priority for all USERS from the involved PI's research group for the following week.
 11. Usage of orbital shakers in incubators must be coordinated with the FACILITY EQUIPMENT MANAGER. A preliminary meeting will be held to discuss the number of culture plates, duration of shaking, shaking speed, and other experimental details.
 12. Access to the Facility by Sapienza personnel has priority over external entities.
 13. The Facility space accommodates a maximum of six people (one USER per biosafety cabinet, plus additional supporting USERS).
 14. All prohibitions, security, and surveillance measures in place at the University also apply within the Facility. Disposable lab coats and gloves will be provided weekly in amounts appropriate to the reserved hours. The PI must provide the MSDS of all materials used by their group within the Facility using the methods that will be communicated at the time of first access.
 15. The FACILITY EQUIPMENT MANAGER and the TECHNICAL STAFF RESPONSIBLE FOR EQUIPMENT USAGE may impose booking limits if excessive reservations from a single user or research group restrict access for others. Special cases can be discussed and approved by contacting the FACILITY EQUIPMENT MANAGER.
 16. Fees for Facility usage are set for the current year as per the attached fee schedule. Payment must be completed by the PI before the first USER access.
 17. In any publication of results obtained using the Facility's equipment, users must include the following acknowledgment: "We acknowledge Dr. Ambra Tarquini and the Stem Cells and Organoids Facility, Dept. of Biology and Biotechnologies 'Charles Darwin', Sapienza University of Rome, for support."
 18. By accessing the Facility, all users accept these regulations. The FACILITY EQUIPMENT MANAGER and TECHNICAL STAFF RESPONSIBLE FOR EQUIPMENT USAGE may update the regulations after consultation. If changes are made, a new version will be provided to the PI, who is responsible for informing their USERS.
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PRECAUTIONARY MEASURES

- The Facility must be kept clean and organized. USERS must properly dispose of waste, remove slides, sharp objects (blades, scissors, needles), and work materials at the end of each session. Only experiment-related items may be brought into the Facility.
- Workstations and equipment must be cleaned after each session following instructions from the TECHNICAL STAFF RESPONSIBLE FOR EQUIPMENT USAGE. The microscope must be covered, and biosafety cabinets must be cleaned, closed, and sterilized with UV for 15 minutes.
- Contaminated gloves must not touch surfaces or equipment.
- Required safety devices must be worn when handling samples.
- If USERS handle biological or chemical risk samples, the PI must provide safety data sheets to the TECHNICAL STAFF RESPONSIBLE FOR EQUIPMENT USAGE. Unregistered hazardous materials may be removed and disposed of at the staff's discretion without prior notice.
- The PI must provide the names of authorized personnel. Undergraduate, master's, and Erasmus students may only access the Facility under the supervision of doctoral students, research fellows, technical staff, or faculty members.
- USERS are not permitted to modify or repair equipment without prior consultation.

PENALTIES

- Violation of these rules may result in a disciplinary hearing for the PI and, in severe cases, temporary or permanent suspension of the USER's access to the Facility. If damage occurs due to misuse, repair costs will be charged to the PI.
- The FACILITY EQUIPMENT MANAGER and TECHNICAL STAFF RESPONSIBLE FOR EQUIPMENT USAGE are not liable for USER injuries resulting from improper equipment use or non-compliance with these regulations.

2025 PRICING TABLE

The facility can be used according to the following rates:

	BBCD Department Users	Sapienza Users (non- BBCD)	External Non- Profit Entities	External For- Profit Entities
Hourly Rate (excludes incubators)	€ 25	€ 35	€ 40	€ 80
12-Hour Package (excludes incubators)	€ 225	€ 340	€ 400	€ 770
3-Month Package	€ 400	€ 550	€ 650	€ 1,300
6-Month Package	€ 700	€ 1,000	€ 1,150	€ 2,250
1-Year Package	€ 1,200	€ 1,700	€ 2,000	€ 4,000
2-Year Package	€ 2,000	€ 2,800	€ 3,200	€ 6,500

Packages are transferable. Different PIs can share a package by splitting the corresponding costs. However, in such cases, simultaneous presence of USERS affiliated with different PIs will not be allowed. Any requests for additional hours or extended usage periods throughout the year must be settled in advance according to the costs listed in the table.

Payment Terms

Payment for the use of the Facility must be completed before the first booking, following these guidelines:

- **For Sapienza users:** Payment (full or partial) can be made:
 1. By transferring funds to a designated account managed by the central administration of the BBCD Department, in coordination with the **Facility Instrumentation Manager** and **Technical Personnel Responsible for Equipment Usage**.
 2. By agreeing with the **Facility Instrumentation Manager** on an alternative payment method, such as the purchase of CO₂ supply and/or consumables to cover part or the total cost.
- **For external entity users:** They must contact the Administration of the BBCD Department for detailed payment instructions. Payments will be processed as **Third-Party Services (attività conto terzi)**, in compliance with the current University regulations (fee-based services).

