FRACTAL is located on R floor of Dibit 2, San Gabriele building
c/o S. Raffaele Hospital
Via Olgettina 60 – 20132 Milan

CONTACT
citometria@hsr.it
Administrative office: Mrs. Fanìa Federica fania.federica@hsr.it tel. 02.2643-4335

FRACTAL offers the following services:

- Provides researchers with a wide range of analyzers
- Provides sorting service performed by specialized personnel
- Provides assisted analysis service performed by specialized personnel

To access the service it is necessary to read the following Internal Service Chart and fill in the form **FRACTAL 002,** (https://research.hsr.it/en/core-facilities/fractal.html)

Internal users:
First, users have to attend the FRACTAL course, subsequently they will receive personal credentials to login on the online calendar. In the meantime the personal badge is enabled to access the facility. After the practical session they also will be able to directly perform bookings and use the instrumentation independently.

External users:
Following an agreement between external users and facility staff, use is planned.

For any questions or suggestions, please contact the administrative office directly.

SECURITY
Access to the Facility is allowed for the following biological material:

- Animal or vegetable tissue
- Cell culture
- Microparticles / microvescicles

This material is classified as biohazard class 1 or 2, as defined in legislative decree 81/08 and subsequent amendments.

In all the areas of the Facility the following can be carried and used:

- Biological agents from class 1 biosafety level (BSL1)
- Genetically modified microorganisms that can be handled in laboratories with a class 1 biosafety level (BSL1)
- Biological agents from class 2 biosafety level (BSL2) only if fixed or inactivated
- Genetically modified microorganisms that can be handled in laboratories with class 2 biosafety level (BSL2) only if fixed or inactivated
- Cell lines or other human biological material

Remember that, in case of viral vectors, they must be inactivated and/or at least two weeks must have passed from infection or transduction.

The following material must ONLY be used in the sorter with biosafety cabinet:

- **Biological agents from class 2 biosafety level (BSL2)**
- Genetically modified microorganisms that can be handled in laboratories with class 2 biosafety level (BSL2) **not fixed or inactivated**.

General security rules can be found on security manual available on company intranet (http://spp.hsr.it/Upload/M/ManualeInformativo1.pdf); intranet provides also specific provision for laboratory activities.
In particular we remember the following general rules during the activity:

- Carry samples in closed box “IOG 087”;
- Use and wear properly all Personal Protective Equipment (lab coat and gloves) to access labs;
- Don’t bring cutting material inside Facility, unless for proven need;
- Dispose of biological and chemical materials in accordance of internal rules “IOG 187”;
- Be aware of emergency management procedures “Piano 006”.

All the applicants must first attend the initial training by SPP regarding occupational safety.

RESPONSIBILITY
Each user is responsible for:

- Classification of biosafety level of their samples,
- Compliance of this rules.

Any dissimilar behaviour will be reported to Direction for executing measures, as actual sanctioning system.

ANALYSERS USAGE
All new users must attend the Fractal Course before access to Facility.

It is possible to use cytometers 7 days a week, non-working days included.

In case of analyser unavailability for breakdown and/or maintenance, you will be promptly notified by email and notices on the online calendar.
Fees are applied based on the online calendar bookings

- **Cytometers booking**
  External users: bookings are made by the administrative office.

  Internal users: bookings are made by users through personal credentials on the online calendar.
  Booking times must always reflect the actual use of instruments, so users have to adjust them in accordance to effective use (e.g. shift, cancellation, reduction).

  It's not allowed to book the instruments more than two weeks in advance.
  If the users need more than 3 hours, they have to contact the facility before booking.

- **Cancellation**
  Within 24 hours:
  - delete booking on the online calendar
  - send a notification through the distribution lists (dibit.intruments and citometria)

  The last user of the day is, in any case, responsible for the correct shutdown of the instrument

- **Facility access**
  Access to the Facility is with the personal badge.
  At the end of the work, when you leave the Facility, make sure to close all the doors, paying particular attention to the external ones.

- **Cytometers use**
  Follow all the procedures described in the red logbook of each instrument for startup, shutdown and cleaning.

- **Lab behaviour**
  Don't leave samples on the laboratory bench. Keep it tidy and clean.

SORTING SERVICE
SORTING service is performed from Monday to Friday; the effective availability can be checked on the online calendar.
For bookings send an email to citometria@hsr.it, attaching the **FRACTAL 020_Sorting Info** form fully filled in (https://research.hsr.it/en/core-facilities/fractal.html)

ASSISTED ANALYSIS
The service is available from Monday to Friday upon appointment.

HOURLY FEES EXCLUDING TAX (valid until December 31st, 2025)

	Internal	External
Accuri C6 usage	€ 27,90	€ 74,34
Gallios usage	€ 30,60	€ 74,34
Canto II usage	€ 37,80	€ 74,34
CytoFLEX S usage	€ 37,80	€ 74,34
CytoFLEX LX usage	€ 50,40	€ 100,80
FACSymphony A5 SORP usage	€ 50,40	€ 100,80
Aurora usage	€ 53,00	€ 106,00
Sorting	€ 77,40	€ 153,00
Assisted analysis	Project contract	Project contract