

ACCESS TO THE IFOM-IEO AFFYMETRIX MICROARRAY UNIT

Please read carefully the conditions of access written below, and indicate your preference where necessary. You will not be able to place a request to our facility unless you have stated your acceptance.

1. The IFOM-IEO Affymetrix Microarray Unit cannot provide external users with Affymetrix GeneChips. These must be ordered directly to the Affymetrix sales office (Dr. Stefano Romanello Account Manager Italy Mobile: +39 340 7425860 Fax: +39 049 8056014 stefano_romanello@affymetrix.com) specifying that the DELIVERY must be to our address. You can place your orders (to our facility and to Affymetrix) simultaneously, but please note that your samples will be processed only after your GeneChips have been delivered to us. **Holders of AIRC grants (Associazione Italiana per la Ricerca sul Cancro) will benefit of special prices from Affymetrix for the purchase of chips to be processed at the IFOM-IEO Affymetrix Microarray Unit.**
2. Users must send their samples (RNA or labeled targets) using overnight mail of their choice, and at their expense. We strongly recommend that you send your samples between Monday and Wednesday, in order to avoid possible delays during the weekend. Alternatively, users can personally deliver their samples to our facility (in this case, please [contact us](#) before delivery). We do not take responsibility for eventual mishandling during transport.
3. The staff of the IFOM-IEO Affymetrix Microarray Unit are responsible for the proper handling and performance of the experiment. We do not take any responsibility for samples that arrive to our facility in poor conditions. The staff will perform quality control on all samples prior to processing. If RNA or labeled target quality does not meet accepted standards (see [our protocol](#) for details), the staff will NOT proceed to perform the experiment. You will be billed only for the procedures that were performed (quality control +/- labeling).
4. Unless there are specific agreements, the staff will proceed to discard any residual material. RNA that is left over after target synthesis will be discarded 180 days after the labeling process; labeled targets will be discarded 365 days after hybridization.
5. The IFOM-IEO Affymetrix Microarray Unit guarantees protection of data. All data resulting from your experiments will be sent to you in DVD format by regular mail. If you wish to use overnight mail (at your expense) or personally recover your data, please specify so when you place your order.
6. Please specify how you prefer we handle your data after it has been mailed to you:

-Affymetrix Microarray Unit c/o IFOM –
Via Adamello 16, 20139 Milano
tel. 02/574303.703-.707

keep another copy of all data in a DVD format in the IFOM-IEO archive, and upload results into a centralized database for updating and backup (in this case, 365 days after the day the data have been uploaded, they will be available to the IFOM-IEO bioinformatics core for meta-analysis projects)

OR

eliminate all my data from the archives of the IFOM-IEO Affymetrix Microarray Unit immediately after mailing the DVD. *Please note that if you choose the latter option, we will not be able to perform further data analysis or elaboration on your results.*

7. After you have placed your order, you will receive a bill stating the cost of your experiment from our administration. Payment MUST be completed 60 days from the date of invoice.

I accept the conditions of access to the IFOM-IEO Affymetrix Microarray Unit.

PLEASE PRINT A COPY OF THIS DOCUMENT, SIGN IT, AND SEND IT TO US TOGETHER WITH YOUR SAMPLES.