



Research Flow Cytometry Core (RFCC) Cell Sorting Policies

Scheduling Policy:

New clients should contact [Sherry Thornton](#), [Celine Silva Lages](#), or [Ken Quayle](#) to schedule an initial consultation. More information is available on our [general website](#) or [Centerlink](#).

Schedule a sort time between 9:30 am and 5:30 pm using [Stratocore](#) from Monday to Friday. You must reserve 30 min before and 30 min after your experiment (i.e. setting up the voltage, compensation, gates, collection receptacles, and sorting your samples) to allow instrument calibration and cleaning. For example, if your experiment will take from 3:00 – 5:00 pm, you would reserve the instrument from 2:30 – 5:30 pm. The instrument would be ready to start running your samples at 3 pm and all sorting must be completed by 5 pm. Times outside of this will require training to operate the sorter independently and needs to be discussed with the RFCC. The samples must be prepared and dropped off by the person making the reservation in Stratocore, including a phone number to reach this person with any questions.

Cancellation Policy:

Cancellation or rescheduling of your appointment must be done via Stratocore. For modification, please explain in the comment section at the bottom of the form and don't forget to click on "add" before closing the form. You will be charged for the full time reserved on Stratocore if you cancel less than 24 hours (business day) before the scheduled time. For a Monday sort cancellation, you must cancel by noon the previous Friday (or the day before if Friday is a CCHMC holiday). If a PI incurs a cancellation fee more than 3 times in 3 months, the PI must meet with the RFCC before another sort is scheduled. If the RFCC has to cancel an appointment due to inoperable instruments, staff shortages, or inclement weather, you will not be charged. We would rely on CCHMC policies concerning inclement weather (HRR-01: Inclement Weather Guidelines for CCHMC Worksites).

Billing Policy:

Sorts are charged based on the number of hours reserved. If you are late, do not show-up or cancel too late, you will be charged for the full time scheduled, unless another person uses a part of that time. If your sort time runs over, and we can sort for the extra time, you will be charged for the additional time used. If you are late, be aware that ample time to complete your sort may not be available.

Unassisted Sorts: For individuals who operate the cell sorters independently, the instrument and facility should be left in clean condition and all work surfaces disinfected with Sani-cloths or 70% EtOH at the end of the day. **Extra time required by RFCC personnel to clean and start up instruments the next day (i.e. sheath tank not filled, instrument not cleaned properly) or any downtime due to negligence (i.e. until staff or service engineer completes a repair), will be charged at the normal sorting rate in half-hour increments. In addition, PIs will be charged for any major consumables (i.e., nozzles, o-rings, sample line tubing) that need to be replaced due to negligence. For individuals who operate the Sony SH800 or MA900, any extra chips used due to clogging will be charged at the current price of the chip.**

Biohazard Policy:

Due to the fact that cell sorting generates aerosols and the cells are generally not submitted in any fixative, the biohazard risks are much higher than in analytical flow cytometry. Therefore, ***it is imperative*** to discuss any and all biohazard issues with the sorter operator. Failure to do so may result in denial of further use of the cell sorting facility. Sorting or acquisition of potentially infectious samples must be cleared with the director of the facility, Dr. Sherry Thornton, or the manager, Dr. Celine Silva Lages, and must be included in the investigator's IBC protocol.