



Research Flow Cytometry Facility (RFCF) Policy for Analyzers and Sorters

Fees are subject to change July 1 at the beginning of each Fiscal Year

Analyzers:

Scheduling Policy

New clients must have a Stratocore account with a valid budget number. To access our instruments, users must complete all necessary training. For more information, please visit our [website](#) or [CenterLink](#).

Our analyzers are available 24/7 for scheduling through Stratocore. If your request requires more than 3 hours, please contact Celine Silva Lages or Sherry Thornton. We kindly ask that any appointments exceeding 3 hours be scheduled so that part of the session occurs after hours (after 6 PM).

To receive assistance from our staff during your acquisition, you must schedule the instrument using Stratocore and select the **"Staff Assisted Reservation"** option. Additionally, please email Celine Silva Lages to confirm staff availability. Staff reservations should be made between 9 AM and 5 PM.

Billing/Cancellation Policy

Users needing to cancel or reschedule their appointment must do so themselves via Stratocore.

Analyzer charges are based on the time reserved and any additional time used.

- A. If you use the instrument earlier than your appointment or acquisition runs over your reserved time, you will be charged for the additional time used.
- B. If you are going to be more than 15 minutes late for your scheduled time and do not leave a note on the keyboard indicating you will be late, **your time becomes available for others to use**. The full time reserved will be charged unless someone else uses some or all your time.
- C. **Failure to show up to your appointment 3 times or more within a 3-month period will result in the users' rights to the instrument being evaluated.**
- D. You must cancel **1 hour** before your scheduled time, or you will be charged for the full time reserved unless someone else uses some or all your time.

You will be charged an additional fee if:

- You do not fill out the sign-up sheet in the binder for the instrument (\$10 fee.)
- You do not clean and checkmark on the sign-up sheet that tanks have been filled/checked and/or fill/empty the tanks as needed (\$5 fee for each tank/mark, up to \$10 fee.)
- You do not put the Fortessa and A5 SE instruments on standby with a tube of DI water (Fee at the staff-assisted usage rate of 1 hour.) **The user and PI will receive a warning. 3 occurrences within a 3-month period will result in the users' rights to the instrument being evaluated.**
- You do not sign out of the computer (Fee is the lesser of usage rate until the computer is restarted by someone or 8 hours per day.)

Biohazard Policy

Analyzers are in BSL2 rooms. The door must be closed at all times. Use of lab coats and gloves at all times is mandatory. Lab coat and gloves must be removed and hands washed before leaving the room.

Sample Transport Policy

All samples must be placed in sealed capped tubes and in a secondary leak-proof container with absorbent. Please refer to this [Sample Transport](#) document.

Sorters:

Scheduling policy

New clients must have a Stratocore account with a valid budget number. To access our instruments, users bringing, preparing or sorting the cells must request a Cell Sorting Training/Consultation via Stratocore. Please visit our [website](#) or [CenterLink](#) for more information.

Appointment requests for sorting (staff-assisted or user-operated) must be submitted via Stratocore **at least 24 hours before the beginning of your appointment**; otherwise, they may not be approved. **You must ensure your session has been approved.** If you do not see your sort approved 24 hours before your appointment, you must contact the RFCF for assistance. If you need a sort at the last minute, schedule it on Stratocore and contact the RFCF to ensure we can perform your sort and approve it.

Staff-operated sorting services are available from 9:30 AM to 5:30 PM, Monday to Friday. Always include in your time slot 30 minutes before and after your experiment for instrument calibration and cleaning. Your experiment includes setting the voltage for your fluorophores, checking your compensation, adjusting your collection tubes, and sorting your samples. The samples must be prepared and dropped off by the person who made the reservation on Stratocore. This person must also provide a phone number for any questions that may arise during the sorting process. For assistance with scheduling, please consult the time estimate document. All staff-assisted sorting must be completed by 5 PM.

User-operated sorting is available with additional training and must be discussed with the RFCF by requesting a Cell Sorting Training/Consultation via Stratocore. The user-operated sorts can be scheduled 24/7 after appropriate training.

Billing/Cancellation Policy

Users needing to cancel or reschedule their appointment must do so themselves via Stratocore.

Sorter charges are based on the time reserved and any additional time used.

- A. You must cancel 48 hours before your sorting appointment, or you will be charged unless someone else uses some or all of your time. **Failure to show up to your appointment and/or late cancellations 3 times or more within a 3-month period will result in the users' rights to the sorters being evaluated.**
- B. If your sort runs over the time reserved, assuming the schedule allows more time, you will be charged for any additional time used.
- C. In the event the RFCF must cancel due to inoperable instruments, or inclement weather (HRR-01: Inclement Weather Guidelines for CCHMC Worksites), you will not be charged.

User-operated Sorts will be charged an additional fee if:

- You do not fill out the sign-up sheet in the binder for the instrument (**\$10 fee.**)
- You do not clean and checkmark on the sign-up sheet that tanks have been filled/emptied, or the instrument was shut down (**\$5 fee for each tank/mark, up to \$10 fee.**)
- Any extra time required by RFCF staff to clean/start up the instrument the next day or any instrument downtime due to negligence (**Fee at the staff-operated usage rate in 1-hour increments**), such as:
 - Sheath tank not filled
 - Instrument not cleaned properly
 - Waste tank not taken care of (emptied for SONYs, Bleach added for BDs)
- You do not turn off the instrument (**Fee at the user-operated usage rate of 8 hours per day.**) **The user and PI will receive a warning. Ramifications will be discussed between PI and RFCF.**
- Any major consumables such as Nozzles, O-rings, sample line tubing, extra SONY chips, etc. need to be replaced due to negligence (**Fee is the current price of the supply**).

Biohazard Policy

Cell sorting generates aerosols, and the cells sorted are generally not submitted in any fixative, therefore the biohazard risks are much higher than in analytical flow cytometry. **It is imperative** to include all biosafety information in your form and discuss all biohazards with the sorter operator. Failure to do so may result in denial of further use of the cell sorting facility. Sorting of potentially infectious samples must be cleared with the director of the facility, [Sherry Thornton](#) or the facility manager, [Celine Silva Lages](#) and must be included in the PI's IBC protocol.

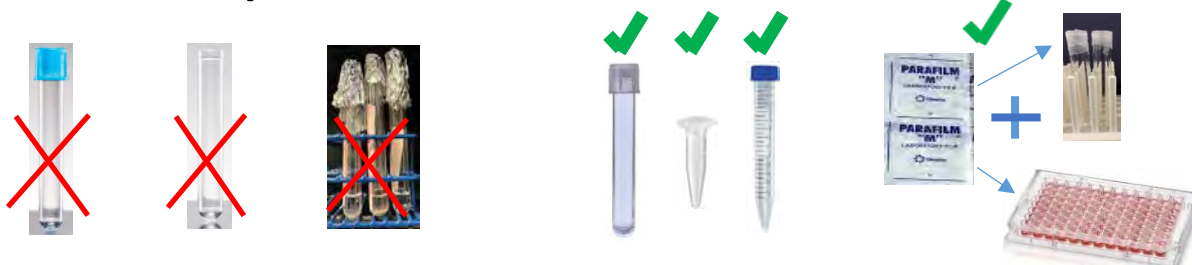
Sample Transport Policy

All samples must be placed in sealed capped tubes and in a secondary leak-proof container with absorbent. Please refer to this [Sample Transport](#) document.

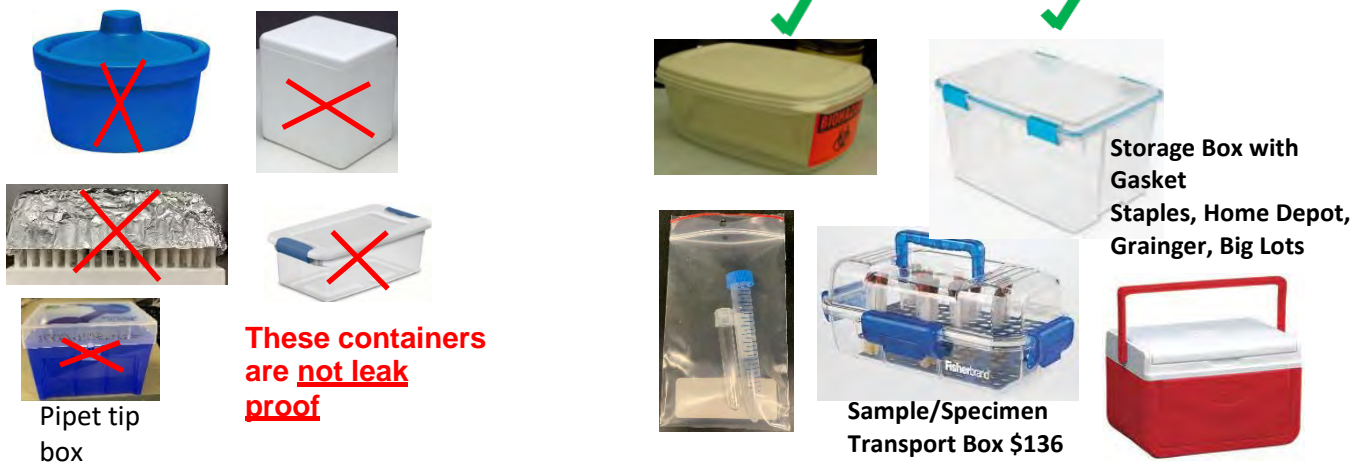
Transporting All Samples and Controls to the Research Flow Cytometry Facility (RFCF) for Analysis and Sorting

BSL1, BSL2, BSL2+

1. Sealed Cap Tube: ALL samples must be placed in sealed capped tubes.



2. Secondary Leak Proof Container: The sealed capped tube must be placed into a secondary leak-proof container with absorbent between containers.



3. Biohazard Sticker: If the sample is a Biohazard (BSL2, BSL2+), it must be labeled with the biohazard symbol.



Examples

Sealed Leak Proof secondary container can be placed in ice.



Sealed samples can be placed in a container with ice which is then placed in sealed LEAK PROOF secondary container with absorbent.

