



# 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 three hours, please contact Celine Silva Lages or Sherry Thornton. We kindly ask that any appointments exceeding three 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. To cancel or reschedule your hands-on training, users must contact us at least 24 hours in advance. Otherwise, the full training fee will be charged.

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 three times or more within a three-month period will result in the users' rights to the instrument being evaluated.**
- D. You must cancel **one 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 for the following actions:

- Not completing the instrument sign-up sheet in the binder (\$10 fee.)
- Not verifying the tank status and/or not check marking the tanks in the sign-up sheet (\$5 fee for each tank/mark, up to \$10 fee.)
- Not signing out of the computer after using it or not turning off the instrument when you are the last scheduled user on Stratocore (instrument rate fee until the computer is restarted by someone, up to eight hours per day.) **The user and PI will receive a warning. Ramifications will be discussed between PI and RFCF.**
- Causing the instrument to be out of commission (staff-assisted rate fee by one-hour increments for the time needed to put the instrument back to run.) **The user and PI will receive a warning.** Three occurrences within a three-month period will result in the users' rights to the instrument being evaluated. This includes, but is not limited to:
  - failing to place the Fortessa or A5 SE instruments on standby with a tube of DI water,
  - clogging the sample line by failing to filter the sample just before loading it onto the instrument, running the sample at an excessively high concentration, or neglecting to clean the instrument hourly during acquisition.

**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. To cancel or reschedule your hands-on training, users must contact us at least 48 hours in advance. Otherwise, the full training fee will be charged.

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 three times or more within a three-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.

For user-operated sorts, you will be charged an additional fee for the following actions:

- Not completing the instrument sign-up sheet in the binder (\$10 fee) and not check marking the cleaning step in the sign-up sheet (\$5 fee for each, up to \$10 fee.)
- Not verifying the tank status (no filling the sheath tank and not taking care of the waste tank (emptied for SONYs, Bleach added for BDs) after using the sorter) (\$5 fee for each tank, up to \$10 fee.)
- Not signing out of the computer after using it or not turning off the instrument when you are the last scheduled user on Stratocore (user-operated rate fee until the computer is restarted by someone, up to eight hours per day.) **The user and PI will receive a warning. Ramifications will be discussed between PI and RFCF.**
- Causing the instrument to be out of commission (staff-assisted rate fee by one-hour increments for the time needed to put the instrument back to run.) **The user and PI will receive a warning.** Three occurrences within a three-month period will result in the users' rights to the instrument being evaluated.
- Replacement of any major consumables due to negligence such as Nozzles, O-rings, sample line tubing, extra SONY chips, etc. (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.