

General Policies

- ⇒ Analyzer training, sorter training and staff assisted sorting require a **1 hour** consultation.
- ⇒ **ALL** training must be done by staff.
- ⇒ Retraining will be scheduled, as needed, at the discretion of facility staff.
- ⇒ You must clean the instrument when you are done using it.
- ⇒ Independent access will be removed if you have excessive clogging due to poor sample quality and not filtering.
- ⇒ The last user of the day must shut down the cytometer (analyzer or sorter) for the night whether you use the equipment. Independent access will be removed if you leave equipment on all night as expensive damage and unnecessary wear and tear will occur.
- ⇒ **Appointment Wait Period:** If wait periods for any instrument or staff service become greater than two weeks, labs with KI or Whitehead Institute affiliation or with NCI funding will be given preference for booking appointments. Any lab without such affiliation/funding may only book appointments within two weeks from the day of booking.
- ⇒ No lab may book more than 50% of the weekday hours between 9am-5pm on a particular cytometer in any given week.
- ⇒ **UROPs must follow KI policy.** UROPs will not be given independent access to the flow cytometers in the Flow Core. Staff must be present to log them into the cytometer for every use. The mentor cannot do this. This means they can only use the cytometers from 8am-5pm M-F excluding holidays.
 - ❖ UROPs will need to send an email 48 hrs in advance to flowcore@mit.edu telling us they are a UROP and that they made an appt on X day at Y time. We will confirm staff are available to log them in. If we are not free, they will have to modify the appt.
 - ❖ UROPs must leave the facility when staff leave for the day. Staff often leave early on Fridays if they work extra hours during the week, which is common, and lunch hours/lab meeting etc can also be a problem.

Scheduling

- Understand the laser and filter specs of each instrument before reserving time.
- Appointment deletions must be made in iLab within 24 hours advance notice, otherwise the entire time scheduled could be billed.
- If you cannot delete your appointment, email flowcore@mit.edu. The time stamp on the email must be 24 hours in advance of the reservation you want to cancel to avoid a charge.
- The person who makes the iLab appointment must be the person that logs into Diva software.
- You cannot share your Diva software password with others. Staff need to know who used the equipment so follow-up questions can be answered. KIHQ needs to know who, and which cost object to charge.
- Email flowcore@mit.edu if you will be more than 15 minutes late to your staff assisted appointment (consultation, training or staff run samples).

Billing/Rate Change

- You are billed the greater of the time you book or the time you use on the cytometer.
- Billing starts at your scheduled start time and ends when you log out of the Diva software.
- Your billed rate is the rate in iLab when you made your appointment.
- You are never charged if there are instrument problems.
- You are never charged if an appointment is cancelled due to staff problems or MIT closures (snow, emergencies etc).
- If there is an issue with an instrument and you need to change to another analyzer or sorter try to move your appointment to the new instrument. If it's already within the time of your reservation, send an email to flowcore@mit.edu with a short explanation and add a brief note within the Event Notes section of your reservation to ensure you are not billed in both instruments.
- If you cancel less than 24 hours in advance, you are only billed for the part of your time that no one takes. There is never double billing for the same time.

Biohazard Policy

- **ALL users must fill out our biohazard form and resubmit it if anything changes.**
- Users must wear gloves when using the analyzers and sorters and their associated computers. Propidium iodide and other potentially hazardous agents are used at the cytometers.

- All waste must be disposed of in a biohazard bin.
- Users must refill sheath and remove their waste after every use on the analyzers. Independent access will be removed if you leave your waste as it is a biohazard concern.

Computer Data Management

- Data backups are the investigator's responsibility.
- Data can be removed from the Diva software or the hard drive at any time.
- Do not use flash/thumb drives as they can spread viruses. Back up to online sources such as One Drive, Google drive, Drop Box or your lab's server.
- Remove your data from the Browser window in a timely manner. The HD will eventually fill making the cytometer impossible to use.

Analyzer Specific Policies

- ⇒ Users must refill sheath and remove their waste after every use. Independent access will be removed if you leave your waste as it is a biohazard concern.

Sorter Specific Policies

- ⇒ Due to aerosolization, there is no sorting of radioactive or samples with known BL-2 level pathogens that can be transmitted by contact with mucous membranes.
- ⇒ All human cells (primary or cultured) must be sorted in our BL-2 BioSafety Cabinet enclosed sorters. See the description under the sorters name in iLab for which sorters are in BSCs. Non-BL-2 samples from mouse, yeast or bacteria can be sorted in a non- BSC enclosed sorter.
- ⇒ If you are the only user of a particular sorter for that day, you must be signed up in iLab by 7am for staff to prepare the instrument for your use. Otherwise, it will be your responsibility to run through the Startup & QC process.