

Flow Cytometry Core Facility Analyzer Policy

1. **Appointment wait period:** If wait periods for any instrument 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.

2. **Schedule changes:**
 - a. Cancellations must be made with 24 hours advance notice; otherwise the entire time scheduled will be billed.
 - b. You are billed on the greater of the time you reserve or the time you use on the flow cytometer. Instrument use time is calculated from the beginning of your scheduled time to your log out time.
 - c. We reserve the right to restrict your access to the facility in the event of frequent last minute cancellations, late arrivals or not showing up for your appointments at all.

3. **Rate changes:** Periodically check our web page for updates on the rates charged for our services. Our web site rates will be updated immediately if there is a change.

4. **Overbooking:** No one lab may book more than 50% of the weekday hours between 10am-6pm in any given week on a particular instrument.

5. **Instrument malfunction:** We may have to cancel your appointment if the flow cytometer breaks down. Make sure to get trained on a backup analyzer.

6. **Fire alarms:** The analyzer rooms and building must be evacuated in the event of a fire alarm. There are no exceptions to this MIT policy. Delays caused by fire alarms will reduce the length of your appointment.

7. **Computer management**
 - a. Data backups are the investigator's responsibility.
 - b. Data may be deleted at anytime.
 - c. There is no web site browsing/reading emails or any other internet activity on our data collection computers. Bring a laptop if you must.

8. **Restricted access to the facility will be enforced if** any 3 combinations of the following activities occur within 1 year. This means we will log you in and out and you will lose 24/7 facility access.
 - a. Training fellow investigators on how to use our equipment. Training must be done by our staff.
 - b. Sharing your computer account password. Neither you nor your fellow investigator will have access to the facility.
 - c. You must clean the instrument with 5 minutes 10% bleach, followed by 5 minutes DI H₂O.
 - d. You must put the cytometer in Standby mode.
 - e. You must turn off the instrument after 5pm M-F and always on weekends + holidays.