

FACS Facility Access Instructions

You will need to access some of our forms from our web site Forms page. Follow this URL.

<http://web.mit.edu/flowcytometry/www/forms.html>

To gain access to the Koch Institute Flow Cytometry Core facility, please download the **New User Form** from our web site Forms page and email it to flowcytometry-www@mit.edu.

Decide on which service you wish to use, sorting or analyzing. Please remember Cell Sorting is physically separating cells into different test tubes, where as Analyzer services are for getting percentages of positive vs. negative cells for your fluorophores.

If Analyzing and want training to learn to operate the cytometer on your own:

- 1) Download the **New User Form** from our web site Forms page fill it out completely and email it to flowcytometry-www@mit.edu
- 2) Email Glenn Paradis at gap@mit.edu for a mandatory Facility Orientation lecture. Glenn will inform you of his next session. You cannot go any further in the training process without attending this lecture. These sessions are held every 2 weeks so do not delay. After this class you will be able to sign yourself up for a 2 hour one-on-one training session with the cytometer.
- 3) Download the **Analyzer Training Guidelines** from our web site Forms page and follow these instructions carefully to properly prepare your samples.
- 4) Sign up both a staff agenda **AND** the flow cytometer agenda you wish to be trained on for a 2 hour one-on-one training.

If Analyzing and want staff to analyze samples for you (quickest way to get results if time is critical):

- 1) Download the **New User Form** from our web site Forms page it out completely and email it to flowcytometry-www@mit.edu.
- 2) Call the sorting lab at 617-253-6454 to speak to a staff member to schedule an appointment to have us run samples for you.

If Sorting:

- 1) Download the **New User Form** from our web site Forms page. Fill it out completely and email it to flowcytometry-www@mit.edu.
- 2) Call the Cell Sorting lab at 617-253-6454 at least a few days in advance to book your appointment. We'll need to know:
 - a. How many total cells you want to sort through.
 - b. How many samples you want to sort.
 - c. All the fluorophores you are using to label your cells. Fluorescent Proteins and viability dyes count as a fluorophore.
- 3) Download the **Cell Sorting Guidelines** from our web site Forms page and follow these instructions carefully to properly prepare your samples.
- 4) Download the **Cell Sorting Policy** from our web site Forms section sign it and bring this with you to your first sort.
- 5) Per our policy, a 24 hour cancellation notice is required to avoid a charge.
- 6) You will eventually want access to our sorter agendas. Email Glenn Paradis at gap@mit.edu, explain you want access to the sorting agendas and he will get your calendar account activated.