

Flow Cytometry Core Facility Sorter Policy

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

1. **Due to aerosolization, there is no sorting of radioactive samples. Potentially infectious samples to humans must be sorted in our BL-2 BioSafety Cabinet enclosed sorter. Please contact the facility manager, Glenn Paradis at gap@mit.edu if you have primary human or infectious material (blood, tumors etc).**
2. **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.
3. **Scheduling sort time:**
 - a. Cancellations must be emailed to flowcytometry-www@mit.edu and received with 24 hours advance notice using the time stamp on the email, otherwise the entire time scheduled will be billed. For Monday cancellations, we must receive your email before 10AM.
 - b. Call 3-6454 (no email) if you will be more than 30 minutes late to your appointment. Sorter operators will be given other lab tasks that will have priority over your sort.
 - 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.
 - d. You must enter your full name, lab, email and fluorophores in the Title line of TechTime. We use this information to contact you if there are instrument or operator problems and to turn on the correct lasers for your experiment.
 - e. Confirm the date, time and sorter for your appointment by looking at the on line TechTime sorter agendas. If you find a scheduling problem call us asap so that the problem can be corrected. Sorter lasers and their fluorophores can be viewed by clicking the equipment link on the instrumentation section of our web page. If you do not have TechTime access, email Glenn Paradis at gap@mit.edu and ask for TechTime access to be able to make sort appointments.
 - f. Aria 3 is only for investigators that have been trained to operate this sorter on their own.
4. **Billing/Rate changes:**
 - a. You are billed the greater of the time you book or the time you use on the sorter.
 - b. Daily sorter set up and clean up time is billed evenly to that days sorter users, 0.5-1 hr is typical but can be more if you require a special setup.
 - c. Check our web page for updates on the rates charged for our services. We do not send out notices of rate changes.
5. **Overbooking:** No one lab may book more then 50% of the weekday hours on a particular sorter between 10am-6pm in any given week.
6. **Instrument /operator problems:** We may have to cancel your appointment if the flow cytometer breaks down or the sorter operator is sick or can not get into work (inclement weather). We will do our best to get you time on another sorter by working through lunch etc.
7. **Fire alarms:** The building, including sorter room must be evacuated in the event of a fire alarm. There are no exceptions to this MIT policy. Delays caused by this requirement will reduce the length of your appointment.
8. **Experiment changes:**
 - a. You must let us know as far in advance as possible if you change fluorophores from those listed on your TechTime appointment. Not all flow cytometers have the correct lasers for your experiment. If we do not get enough advanced notice and lasers are not configured to the correct wavelengths we may have to cancel your experiment all together.
 - b. You are not allowed to give your appointment time to someone else. Your appointment times goes to the first person on our call list.
9. Users are responsible for providing an account number and updating it when it expires.

User _____
Signature _____ Date _____
Print/sign