

Research Ramp-Up Phase 2 Instructions to Flow Cytometry Core Users

1. Scheduling

- a. **No walk-up use is allowed**- all use must be reserved on the calendar.
- b. Short notice reservations may be made as long as the calendar is open.
- c. 7am-10am each weekday will be staff only for QC and instrument set-up. No one should be entering the Flow Core during this time for any reason.
- d. 10am-12 pm each weekday will be available for staff-assisted sorting, but must be scheduled a minimum of 1 week in advance.
- e. Individuals will be able to book their own appointments but this is subject to change depending on how things go.

2. Services available (self use requires you have a Diva password on the instrument you are scheduling)

- a. self use of analyzers
- b. self use of sorters
- c. Staff assisted sorting from 10am-12pm each weekday.
- d. Staff assisted analysis from 10am-12pm each weekday.
- e. Analyzer and sorter remote training through Zoom will be available to new users.
- f. Remote assistance will be available to trained users authorized to be on campus. Email flowcore@mit.edu and one of us will be available for a Zoom meeting.

3. Flow Core Entry and Egress

- a. All investigators will enter and leave through the room 279 door.
- b. The door code to 279 will be the same code previous to the COVID-19 shutdown.
- c. Use the floor arrows to get to your cytometer.
- d. The room 273 door will be for **emergency** egress only. This door's code will change back to normal when we are able to use it again.

4. Cleaning

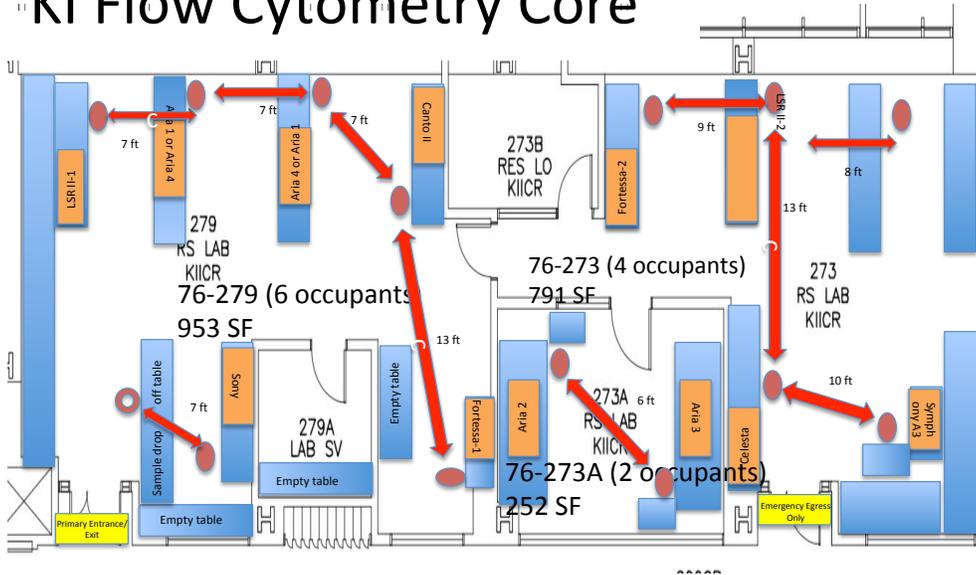
- a. When entering the Flow Core, all investigators will wash their hands with soap at the room 279 sink or use hand sanitizer (if available).
- b. Appropriate PPE must be worn including face coverings, gloves and lab coat for BL-2 samples. As normal, we will supply only gloves.
- c. At the start and end of your run, use the supplied alcohol to cover your gloves, the keyboard, mouse, arms of the chair and any instrument part you touch. This includes the HTS coupler, HTS cover, and tube loading area. All covered parts must remain wet for 1 minute.
- d. Log your cleaning in and cleaning out times on the supplied Google Cleaning form on the desktop of the computer.

5. Physical distancing

- a. The maximum capacity of room 273 is 4 people, room 273A is 2 people and 279 is 6 people.

- b. All cytometers are separated 6 ft or more except the Symphony with the Nanowell bay. See the lab layout.
 - c. Aria 2+3 are in 273A and can now be run simultaneously. The same is true of Aria 1+4 in room 279.
 - d. Aria 2+3 agendas and Aria 1+4 agendas are independent agendas and do not need to be linked.
 - e. Symphony and the Nanowell Bay equipment will be linked. You must book all Nanowell bay equipment to use the Symphony.
 - f. Shut the door if you are using Aria 2 or 3. Leave it open when the room is empty. The door code is the same as room 279's code.
 - g. Only 1 person will be allowed at each cytometer.
 - h. Arrival and departure times of appointments must be strictly kept to avoid going over the capacity of the room. Book a little more to make sure you finish on time.
 - i. If you enter a room on time for your appointment that is at capacity, please ask the investigator using the instrument to finish and tell them you will be waiting outside the Flow Core door until they leave the facility.
6. Staff assisted sorts with Glenn and Michele can only be made on Aria 2 or 3 so staff can stay isolated from others. This will allow investigators to use the flow cytometers in 273 and 279. Staff assisted sorts with Mike can be made on any Aria including 1 or 4.
- a. Book the appropriate Staff for the day of the week (details below) and email flowcore@mit.edu so we can book the sorter for you.
 - b. Fill out the iLab table of tubes you will have. This has to be accurate so we know which tubes are controls and which are samples. Tube names will be a number starting with 1,2,3...
 - c. Fill out the iLab Experimental Purpose box with any experimental details you need us to know such as populations you want us to sort or percentages of positive cells to sort.
 - d. Drop off your ice bucket or cooler of samples on the drop off/pick up table as you enter room 279. Leave diagrams of plots you want us to use to do the sort.
 - e. Ring the bell so we know you dropped it off. Wait for us to come to you.
 - f. Check your email for a Zoom link so you can see our screen to have you help set up sort gates.
 - g. We will email you your data at the end of the sort so you can pick up your samples from the drop off/pick up table.
 - h. Michele will sort Monday and Tuesday, Mike Wednesday and Thursday and Glenn Friday.

KI Flow Cytometry Core



- Table
- Cytometer
- Sitting Area
- Non static location

Room	size (sf)	max occupancy	actual occupancy
76-279	953	7	6
76-273	791	6	4
76-273A	252	2	2