

KI Flow Cytometry Core Facility Access Instructions

To gain access to the Koch Institute Flow Cytometry Core facility, please submit the **Biohazard Form** located on the Forms section of our website.

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

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. Submit the Biohazard form (located on the Forms section of website)
2. Email flowcore@mit.edu in advance to book your 1st appointment.
3. Download the **Analyzer Training Guidelines** (located on the Forms section of website) Follow these instructions carefully to properly prepare your samples.

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

1. Submit the Biohazard form (located on the Forms section of website)
2. Email flowcore@mit.edu to schedule an appointment to have us run samples for you.

If Sorting:

1. Submit the Biohazard form (located on the Forms section of website)
2. Email flowcore@mit.edu in advance to book your 1st appointment.

We'll need to know:

1. How many total cells you want to sort through?
2. How many samples you want to sort?
3. 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** (located on the Forms section of website) Follow these instructions carefully to properly prepare your samples.
4. Download the **Cell Sorting Policy** (located on the Forms section of website) Read carefully.
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 flowcore@mit.edu, explain you want access to the sorting agendas and core staff will get your calendar account activated.