

New User Instructions

To gain access to our facility, please download the **New User Form** from our web site home page <http://web.mit.edu/flowcytometry/www/> 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 Sorting:

- 1) Download the **New User Form** from our web site Home page <http://web.mit.edu/flowcytometry/www/> 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 Methods section <http://web.mit.edu/flowcytometry/www/methods.html> and follow these instructions carefully to properly prepare your samples.
- 4) Download the **Cell Sorting Policy** from our web site Methods section <http://web.mit.edu/flowcytometry/www/methods.html> sign it and bring this with you to your first sort.

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

- 1) Download the **New User Form** from our web site home page <http://web.mit.edu/flowcytometry/www/> fill it out completely and email it to flowcytometry-www@mit.edu
- 2) Email Glenn Paradis at gap@mit.edu for a mandatory Orientation Session. Glenn will inform you of his next class. 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 Methods section <http://web.mit.edu/flowcytometry/www/methods.html> and follow these instructions carefully to properly prepare your samples.
- 4) Download the **Tech Time Instructions for MIT Investigators** from our web site Methods section <http://web.mit.edu/flowcytometry/www/methods.html> and follow these instructions to sign up for your 2 hour training. Be sure to sign up both the Training-Help agenda **AND** the flow cytometer agenda you wish to be trained on for the one-on-one training.

If Analyzing and want staff to analyze samples for you:

- 1) Download the **New User Form** from our web site Home page <http://web.mit.edu/flowcytometry/www/> fill 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.