

Flow Cytometry Core Facility Sorter Policy

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

1. **No sorting of infectious or radioactive samples. Sorters create aerosols.**
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. **Schedule changes:**
 - a. Cancellations must be called into 3-6454 with 24 hours advance notice, otherwise the entire time scheduled will be billed if it is not rebooked by another investigator. For Monday cancellations, you must call before 10AM.
 - b. Call 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. Confirm the date, time and sorter for your appointment by looking at the on line TechTime sorter agendas. TechTime instructions can be downloaded from the methods section of our web page (url above). If you find a 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.
4. **Billing/Rate changes:**
 - a. Billing starts when your appointment starts, not when you enter the lab.
 - b. 1-1.5 hrs of daily sorter set up and clean up time is billed to that days sorter users.
 - c. Billing ends when the sorter clean up ends. If your sort ends early, you are not billed for that time.
 - d. Check our web page for updates on the rates charged for our services
5. **Overbooking:** No one lab may book more than 50% of the weekday hours on a particular sorter between 10am-6pm in any given week.
6. **Instrument malfunction:** We may have to cancel your appointment if the flow cytometer breaks down. We will do our best to get you time on another sorter by working through lunch etc.
7. **Fire alarms:** The sorter room and building 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 if you change fluorophores from the ones you originally told us you were going to use when you made your appointment. Not all flow cytometers have the correct lasers for your experiment. If we get no advanced notice and lasers are not configured to the correct wavelengths we may have to cancel your experiment all together.
 - b. If you cancel your appointment and give it to someone else, have them call us right away to tell us of the change. If we get no advanced notice and lasers are not configured to the correct wavelengths we may have to cancel your experiment all together.
9. Users are responsible for providing an account number and updating it when it expires.

User Signature _____ Date _____
Print/sign