Staff Assisted Sorting SOP

1. Staff Sorting Procedure
    a. Mon-Fri from 10am-12 noon.
    b. Aria 2 or Aria 3 only
    c. To book more then 1 week in advance, email the date you want to flowcore@mit.edu
    d. Use freight elevator to 2nd floor if side stairwells don't work.
    e. Enter room 279 (code is 97267#)
    f. Drop samples off at table by the door
    g. Provide gating schemes for cell populations to sort. Paper, email pdf to lab staff or Zoom.
    h. Ring door bell button on table to let staff know you are here.
    i. Once we see you, please leave. Only remote conversations with investigators are allowed.
    j. Check email for a Zoom link from us.
    k. Allow 15 minutes at the end of your appointment for cleaning and emailing data to you.
2. Make an appointment on the staff schedule and link it to Aria 2 or 3.
    a. Michele Monday and Tuesday
    b. Mike Wednesday and Thursday
    c. Glenn Friday

reserve box to make a linked appointment

3. Select both Aria 2+3 and choose the staff assisted service so your pricing is correct.

4. Fill out the all fields
   a. Reservation Type
   b. Sorter you want to use (very important so we can set up the correct sorter in the moring.
   c. Acknowledgement of booking staff and equipment
   d. Whether you have sorted with us previously
   e. Whether you have submitted a biohazard form for these cells
   f. Which fluorophore and markers you are labeling
   g. What your experiment is about and what populations you want to sort
   h. Add a row for each test tube you will bring
      i. The tube name will be a number (tube 01, tube 02…)
      ii. What the tube is for
      iii. What fluors are in the tube

List **all** your fluorophores. Live/dead dyes like PI or DAPI, GFP, etc all are fluorophores

Make a table so we know what each tube is. Tube names must be Tube 01,