

# 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 than 1 week in advance, email the date you want to flowcore@mit.edu
  - d. Use freight elevator to 2<sup>nd</sup> 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

The screenshot shows a reservation system interface with the following sections:

- General**: Includes tabs for 'Comments' and 'Contacts'. The main content area shows reservation details: 'For: Michele (M-T) - no availability - My Reservation', 'Lab: Koch Core Facilities (Koch) Lab', and 'Created on: June 22, 2020 13:26'. There is a 'note visible to anyone' dropdown menu.
- Times**: A table showing the reservation schedule:

	Start	End
Scheduled	Jun 24 2020 10:00 AM	Jun 24 2020 12:00 PM
- Reserve time on a linked schedule**: A section with a checkbox labeled 'Reserve'.
- Repeating event**: A section with a checkbox labeled 'Enabled'.
- Use and cost of reservation**: A section with a table for 'Duration', 'Effective Rate', 'Amount', and 'Use Type'.
- Required forms**: A section with several form fields and radio buttons:
  - 'Please Indicate Reservation Type:' with radio buttons for 'Analyzer Training', 'Sorter Training', and 'Assisted Sorting'.
  - 'Important instructions to complete your reservation': A text box with instructions on how to reserve equipment on a linked schedule.
  - 'Acknowledgement': Radio buttons for 'yes I have reserved both staff and indicated equipment for the same time window' and 'no I have not reserved both staff and indicated equipment'.
  - 'Biohazard form on file correctly represents the risk of my cells for this appointment?': Radio buttons for 'Yes' and 'No'.
  - 'Fluorophores and Markers, Including Viability Dyes: (e.g. FITC- CD4 and PI)': A text box for input.

At the bottom of the interface are buttons for 'Save Reservation', 'Cancel Changes', and 'Delete Reservation'.

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

The screenshot shows a reservation form with several sections. Red arrows point to the 'Reserve time on a linked schedule' section, specifically to the 'Assisted Work \$114.00/hr (Trained (Independent Use), Calendar Access (Training/Assisted Requests))' option. Other sections include 'General', 'Comments', 'Contacts', 'Times', 'Reserve time on a linked schedule', 'Repeating event', and 'Experimental Needs Table'.

4. Fill out the all fields

- Reservation Type
- Sorter you want to use (very important so we can set up the correct sorter in the morning.
- Acknowledgement of booking staff and equipment
- Whether you have sorted with us previously
- Whether you have submitted a biohazard form for these cells
- Which fluorophore and markers you are labeling
- What your experiment is about and what populations you want to sort
- Add a row for each test tube you will bring
  - The tube name will be a number (tube 01, tube 02...)
  - What the tube is for
  - What fluors are in the tube

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

The screenshot shows a reservation form with a table for 'Experimental Needs Table'. A red arrow points to the table. The table has columns for 'Tube Names (Please label your tubes with corresponding #s)', 'Sample or Control', 'Fluorophores (Please list each color in each tube)', and '# Cells'. The table contains 6 rows of data.

Tube Names (Please label your tubes with corresponding #s)	Sample or Control	Fluorophores (Please list each color in each tube)	# Cells
tube 01	neg control	none	# Cells</></>...
tube 02	Fic control	fic only	# Cells</></>...
Tube 03	PE control	PE only	# Cells</></>...
Tube 04	PI control	PI only	# Cells</></>...
Tube 05	Sample 1	all	# Cells</></>...
Tube 06	Sample 2	all	# Cells</></>...

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