

## Policies for the FACS Aria™ Cell Sorter

### Scheduling:

- To schedule time on the Flow Cytometry Core Facility, contact Lisa at tel. 604-875 2000 ext. 5987 or via email at [lixin86@interchange.ubc.ca](mailto:lixin86@interchange.ubc.ca). The schedule is posted at <http://www.calendar.yahoo.com/cfriaria>.
- The operator runs are scheduled from Monday – Friday, 9:30 a.m. to 5:30 p.m.
- When scheduling, please include an extra half-hour for instrument set up.
- **Cancellations require 24 hours advance notice and must be confirmed by Lisa.** Otherwise, you will be charged for your reserved time.
- If a user's scheduled time differs more than 15 minutes from the allotted time, it is his/her responsibility to coordinate with the next scheduled users.
- Cell sorting will always have priority over sample/data analysis.

### FACS Schedule *(Obtain user name and password from Lisa):*

- FACS Aria: <http://www.calendar.yahoo.com/cfriaria>
- Old Calibur: <http://www.calsnet.com/bcrioldcalibure>
- New Calibur: <http://www.calsnet.com/bcrinewcalibure>
- FACS Data analysis: <http://www.calsnet.com/cfrifacsanalysis>

### Late Arrivals:

- Late arrivals will be charged for the entire reservation time. Runs may be cut short if a run overlaps with another reservation.

### Cancellations:

- Cancellations must be made a minimum of 24 hours before the reservation; otherwise, accounts will be charged for the full reservation time.

### Billing:

- For first-time CFRI and IIRC users, please bring a **journal voucher** with all the necessary account information completed. For accounts outside CFRI and IIRC, a purchase order is required for each signup times.
- Accounts will be billed every three months. See **Lisa Xu** for charge back rate structure.

**Sterility:**

- Sterile conditions are required for all sorts as the most sorted cells will be used for cell culture. To avoid potential contamination, it is recommended that you add antibiotics to your media in your collection tube.
- For more than **five** colors sample/data analysis, please contact **Lisa**.
- Post-run sterilization is required for any potential biohazard. Prior notice must be given and an extra 30 minutes must be allotted for cleaning.
- Please inform **Lisa** immediately if you find that your sorted cells in culture are contaminated. This is the only way we can identify a problem quickly and solve it before other people's cells are also affected.

**Biohazards:**

- Facility personnel **must** be notified of potential biohazards such as **any** human samples prior to scheduling and running of samples.
- Infective human samples or potential biohazard samples should be fixed, if possible.
- The facility accepts only biohazard levels 1 and 2 organism samples.

**Publication acknowledgements:**

- All users of the Flow Cytometry are firmly asked to acknowledge the CFRI FACS Facility in publications if FACS data or experimental assistance were generated in the CFRI FACS Core Facility. We also appreciate receiving reprints of such publications. This documentation aids in future grant proposals and justifications for maintaining the facility.

**Contact:**

Lisa Xu

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