

CHILDREN'S HOSPITAL AND REGIONAL MEDICAL CENTER
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research Support Services/307 Westlake

POLICY NUMBER: RO-005

REPLACES: N/A

EFFECTIVE DATE: 8/06

REVISION DATE: _____

POLICY TITLE: Flow Cytometry Core Facility Operating Procedures

POLICY:

The Flow Cytometry Core Facility supports faculty and students at Children's as well as investigators at other academic institutions and private companies. The core provides access to state-of-the-art cell sorters, analyzers, and workstations; training and technical support; assistance with experimental design, data analysis and interpretation. This policy outlines the general operating policies and procedures to be followed by users of the Flow Cytometry Core Facility services.

PROCEDURES:

1. Hours of Operation
 - 1.1. The facility is open for cell sorting Monday through Friday, 9 am. To 5 pm. After hours sorting and analysis are permitted with Flow Core Manager approval.
 - 1.2. In order to use the instruments after 5:00 pm or on the weekends, users must receive training by the facility staff and demonstrate the ability to start up, run, and shut down the instrument independently.
2. Scheduling & Cancellation Procedures
 - 2.1. User time must be booked using the on-line calendar, located in the Flow Cytometry Core Facility. Scheduling is on a first-come, first-served basis.
 - 2.2. Booking information MUST include the user's name, PI name, Activity (budget) number, date, time, and length of time requested. Also, please include any additional information that pertains to the experiment. Please note if this is a pilot (unfunded) study.

PI's Name

User's full name and phone ext

Appointment

Subject: John Doe 7-7381

Location: Dr. David Rawlings

Start time: Tue 12/6/2005 10:30 AM

End time: Tue 12/6/2005 11:30 AM

Reminder: 15 minutes

Show time as: Busy

Sterile sort, using FITC, PE, PE Cy5, PE Cy7, and APC. Single cell acquisition into 96 well plates.

Enter detailed information here,
fluorochromes, sort requirements, etc.

Contacts: 123456789111 Private

Start and Finish times

12 digit Activity #

- 2.3. Users MUST contact the facility staff prior to scheduling same day sort to ensure that you can be accommodated.
- 2.4. Users are permitted to move same-day time scheduled on any instrument to an open slot. Please remove your name from the original slot booked so others may utilize that slot. Failure to do so may result in double charges billed to your account.
- 2.5. Users must be present during cell sorting experiments in order to monitor sorting progress. The flow lab manager will not monitor experiments unless special arrangements have been made ahead of time.
- 2.6. Running over the allotted time is only permitted if there are no conflicting reservations. In the event that a user has run over into another person's time, the user may be asked to log off unless both parties have agreed to resolve the conflict. The flow lab manager will work with involved parties to facilitate time management issues.
- 2.7. Cancellations are allowed up to 24 hours prior to scheduled time. Failure to cancel prior to 24 hours or find a replacement user will result in a charge for one hour at the appropriated billing rate.
- 2.8. No-shows will be charged for the full amount of time reserved.
3. Training
 - 3.1. Machine set-up assistance and pre-sort consultation can be arranged during the regular hours of operation by phone. Additionally you may indicate that you need help when scheduling your run on the calendar.
 - 3.2. In order to use the instruments after 5:00 pm or on the weekends, users must receive training by the facility staff and demonstrate the ability to start up, run, and shut down the instrument independently.
4. Instrument Quality Control (QC)
 - 4.1. A daily QC file will be recorded at the beginning of each business day for each instrument. An additional FACS Comp file will be recorded on the FACSCalibur to insure that the instruments are working correctly. A log of each day's performance will be generated and stored in the facility.
5. Data Management

- 5.1. All experiments and FCS files generated on the LSR II and the ARIA must be exported and deleted from the Diva software database after each use. Data should be archived on the SW01 in the 307FACS data folder. Old experiments can be easily imported back into the BD Diva software.
 - 5.2. Users are responsible for achieving their data.
 - 5.3. Users should conform to the standard file naming structure established by the facility to ensure the integrity of their archived data.
6. Charging and Billing
- 6.1. Users will be billed for either the amount of time originally booked or actually used, whichever is greater.
 - 6.2. Cancellations will be charged for one hour at the appropriated billing rate.
 - 6.3. No-shows will be charged for the full amount of time reserved.
 - 6.4. Users will be billed for the entire length of scheduled time. If a user ends early, and the extra time is used by subsequent user, the subsequent user will be billed for the extra time used. No time used will be double-billed by the facility.
 - 6.5. There is no charge for time needed to sterilize the machines (which is done at the beginning of each day) or to set up the 96-well single cell acquisition. Providing detailed information when signing up will facilitate efficient instrument set-up.
 - 6.6. Users will not be billed for time needed for instrument repair or configuration unless this results from poor user sample quality (i.e. sticky or clumpy cells) or a failure of the user to adequately communicate required analysis parameters in advance.
7. Unassisted Rates

Children's staff, employees or faculty

FACSCalibur	FACSAria	LSR II
\$33/hour, billable in 15-minute increments	\$95/hour, billable in 15-minute increments	\$40/hour, billable in 15-minute increments

Non-Children's Users

FACSCalibur	FACSAria	LSR II
\$62/hour, billable in 15-minute increments	\$200/hour, billable in 15-minute increments	\$85/hour, billable in 15-minute increments

8. Charging Process
- 8.1. The Core Facility will charge for all analyzer and cell sorter services, regardless of funding source.
 - 8.2. At the end of each month, the Core manager will submit a list of service charges to Research Finance sorted by Principal Investigator, Activity (budget) number, and the monthly charge amount. A Monthly Statement will be sent to each PI.
 - 8.3. Research Finance will debit the corresponding budget number and credit all revenue to the Flow Cytometry Core Facility budget.

Submitting Office: Research Support Services/307 Westlake

Approved By:


 Chief, Research Operations

8/15/06
 Date