

AFTER-HOURS POLICY: PM & KDT Flow Cytometry Facilities

Dear Users

1. Any sort before 8:30 AM or after 7:30 PM is considered “after-hours” and will be charged at a rate of **2x** the regular service fee and may incur other charges based on the duration or timeframe for the request.
Note that these times are based on the mandatory 30-minute—instrument start-up/shutdown procedures.
2. Any sorts that are requested to begin before 8:30 AM or end after 7:30 PM must be pre-approved at least 24 hours in advance by both the core facility manager and the user’s lab supervisor so that:
 - a. The core facility manager can make appropriate arrangements with staff for scheduling to accommodate the request.
 - b. To allow approval from the PI for additional fees, which may include any costs incurred for request, including but not limited to overtime, travel, and compensation for out-of-pocket costs related to the accommodation.
3. If no prior arrangements have been made to ensure approval and scheduling of after-hours sorts, then the operator (and/or manager) can at their discretion:
 - a. Choose to terminate the service at 7:30 PM.
 - b. Choose to provide the service at an applicable **5x** hourly service rate.

Thank you

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