

## AFTER-HOURS POLICY: KDT Flow Cytometry Facility

Dear Users,

### SORTS

1. Any sort before 9:30 AM or after 4:30 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 9:30 AM or end after 4:30 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:
  - c. Choose to terminate the service at 4:30 PM.
  - d. Choose to provide the service at an applicable **5x** hourly service rate.

### OTHER OPERATOR ASSISTED ACTIVITY

4. Any **other operator-assisted activity** (e.g., training, analysis, consultation) before 9:00AM or after 5:00PM is considered “after-hours”. Applicable pre-approval requirements, usage rates, and penalties apply outside the regular 9:00AM- 5:00PM operating schedule where 30-min instrument start-up and shutdown times are not a factor.

Thank you,

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