

# Operational Policies

## KDT Flow Cytometry Facility

### I. After-hours

#### A. Sorts

- Any sort before 9:30 AM or after 4:30 PM is considered “after-hours” and will be charged at a rate of 1.5x 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.
- 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:
  - The core facility manager can make appropriate arrangements with staff for scheduling to accommodate the request.
  - 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.
- 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:
  - Choose to terminate the service at 4:30 PM.
  - Choose to provide the service at an applicable 5x hourly service rate.

#### B. Other Operator Assisted Activity

- 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.

## II. Cancellation

### A. Analyzers

- Cancellations less than 24 hours in advance: full appointment fee will be charged.

### B. Aria III sorter

- For bookings of duration less than 4 hours: Cancellations less than 48 hours in advance: Full charge
- For bookings of 4hrs or more, the cancellation fees are as follows:
  - Cancellation less than 48 hours in advance: Full charge
  - Cancellation between 48 and 96 hours in advance: Half charge
  - Cancellation more than 96 hours in advance: No charge

*Note that all hours within our policies refer to the regular Mon-Fri business week and do NOT include weekends/Holidays. Cancelling on a Friday for a Monday sort is considered 24h cancellation.*

## III. Instrument Shutdown

To save laser power and to prevent instruments from being left “on” inadvertently overnight, users MUST shut down instruments or lasers in accordance with the following policies:

### A. Booking Calendar

- Users must always check the booking calendar at the end of their session to determine if they are the last user of the day.

### B. Shutdown policies (Cantoll, Cytoflex LX)

- Turn the instrument off after every use unless specifically requested to leave it on by the subsequent user or facility staff. We recommend that users document such requests in written form.

### C. Non-compliance

- KDT Flow Cytometry staff will notify users whenever they have failed to comply with our shutdown policies.
- Laser usage fees, calculated at 70% of the hourly instrument usage fee, will be charged for the full duration of the time that the instrument was left on.

- In addition to laser fees, non-compliant users risk having their autonomous access and usage suspended and/or may require additional mandated training.

## IV. Safety

### A. Biosafety

- **BSL3:** Biological agents requiring Level 3 containment or greater are not permitted within the flow facility under any circumstances.
- **BSL2:** Flow operators must be advised if samples potentially requiring Level 2 containment (BSL2) are being brought into the facility (e.g., human cells, virally transformed cells).
- **BSL2-RL3:** All biological agents that require Level 2 risk 3 containment (e.g., cells transformed using Lenti or Retroviral vectors)
  - Must be fixed in formalin (1.5 - 4% at room temp for 15 min minimally) prior to analysis OR analyzed on a sorter contained within a Biosafety Cabinet.
  - Must be handled in tightly sealed tubes (i.e., NOT open, filter capped, or covered with parafilm) when not contained within a Biosafety Cabinet.
  - Must be rinsed 3 times *minimally* in sample buffer OR passaged a minimum of 7 days prior to entering the facility.
  - Must be transported to and from the facility in tightly sealed tubes within a clearly labeled Biohazard box.

### B. Sharps

- Discard broken glass and metallic sharps in yellow sharps containers.
- Do NOT fill the containers above the line indicated on the container (~70% full).



## C. Pipet tips

- Discard pipet tips in yellow sharps containers OR labeled “TIPS” cups.
- Do NOT fill the containers above the line indicated on the container (~70% full)
- Do NOT discard tips directly into yellow biohazard bags as they can puncture the bag.



## D. PPE

- Lab coats must be worn in the flow cytometry lab.
- Protective eyewear must be worn when discarding flow cytometry waste.

## E. Food and Beverages

- No food or beverages are permitted in the laboratory under any circumstances.

## F. Sample transportation

- Samples must be transported inside sealed enclosures while being transported to the flow cytometry lab.

## G. Non-compliance

- KDT Flow Cytometry staff will notify users whenever they have failed to comply with our safety policies.
- Non-compliant users risk having their autonomous access and usage suspended and/or may require additional mandated training.

## V. Sample Preparation

### A. Filtration

- All cell samples brought into the flow facility must be filtered through a 40 um mesh prior to sorting or analysis. *Use of blue-capped FACS tubes (or similar device) is recommended.*
- A user's lab may be required to compensate the facility for service disruptions and/or repair costs that are incurred because of non-compliance.

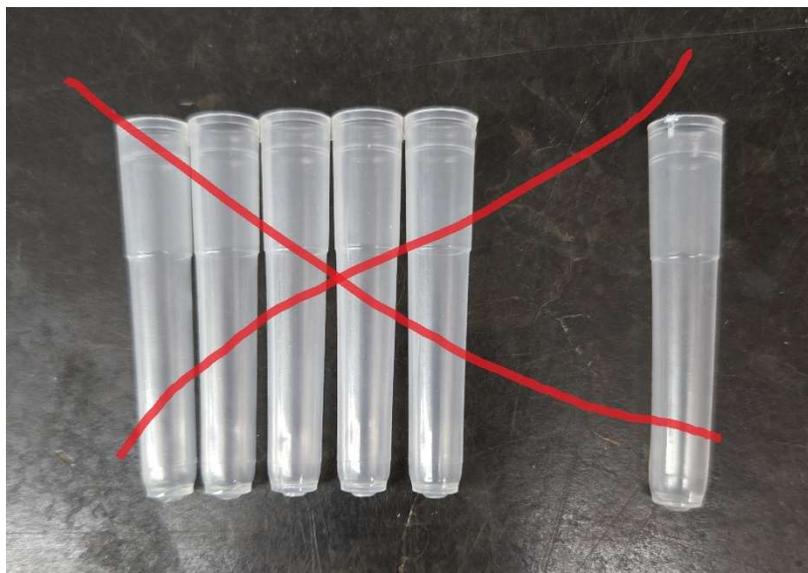


### B. Canto II tube restrictions

- BD Falcon-brand polystyrene tubes must be used when analyzing samples on our Fortessa instruments. Please consult the table below for recommended BD catalog numbers.

BD Catalog #	Description	Sterile	Qty/Pkg
352008	5 mL Polystyrene tube	N	1000
352058	5 mL Polystyrene tube w. cap	Y	25
352235	5 mL Polystyrene tube w. cell-strainer cap	Y	25

- It is not permitted to insert smaller tubes of any size (e.g., Titertek tubes) into the FACS tubes when running them on the Canto II instrument.



- A user's lab may be required to compensate the facility for service disruptions and/or repair costs that are incurred because of non-compliance.

## VI. Data Storage

- All computers have a designated "user" folder. You may create a file with your name under this folder to temporarily store data and/or experimental settings and templates.
- Users are responsible for saving their data and/or experimental templates to a removable storage device and removing all data files following each experiment.
- The KDT Flow facility is not responsible for lost or corrupted data that has been saved to our computer workstations