

# Clinical Immunology Flow Cytometry Facility Usage Policies

Welcome to the [Flow Cytometry/Cell Sorting Laboratory](#). The facility was established with the specific goal of providing the large community of investigators at University of Colorado Denver with access to cell analysis technology. The flow cytometry facility provides instrumentation, personnel, and expertise to assist users in multiparametric flow cytometry and fluorescence-activated cell sorting (FACS). The Flow Cytometry Facility follows Clinical Laboratory Improvement Amendments (CLIA) guidelines and is certified by the College of American Pathologist (CAP). The following is a list of facility usage policies.

**Prior to use of the facility each investigator is required to fill out the information at the bottom of this page and provide current university speed type number. Return the completed form to flow core personnel. Each individual using the facility also has to be trained by Flow Cytometry personnel before using any machine.**

- Established and new users of the flow cytometry and cell sorting facility may sign up using our real time scheduler at <http://www.clinimmune.com>, click on Flow Cytometry, then Scheduler. (Login: flow, Password: flowlab) or by phone contacting Brent Palmer, Ph.D. at (303)724-7203
- Billing is calculated for the time requested and not the time used, so please plan accordingly. If you are unable to use your requested time, please inform the core facility personnel that you wish to cancel your time or use the online scheduler to do so. **If you fail to cancel your time within 24hrs, you will be billed for 40% of the time requested.**
- Use the FACScalibur for up to 4 color experiments. For multi-parametric flow analysis (up to 10 fluorochromes) users are encouraged to use the LSR II. For scheduling of multiparametric cell sorting on the FACSARIA, please contact Sonia Soto (FACSARIA operator) at 303-724-7211.
- **The policy of the flow facility is to run only fixed samples (non viable cells, bacteria, fungi, or viruses) on the FACScan, FACS Calibur and LSR II. Please contact Brent Palmer, Ph.D. or the FACSARIA operator at (303) 724-7211 in the event that you need to run unfixed cells. BSL3 infected cells cannot be run on the FACSARIA.**
- After hours use of the flow facility is permitted with prior approval from flow facility personnel. Users will need to be trained for proper start up and shut down of the flow cytometers. Please contact Tate Hermanson to get access to the 10<sup>th</sup> and/or 11<sup>th</sup> floor after hours or on weekends.
- At the end of each run the user agrees to clean the cytometers according to posted instructions, empty waste tank and refill sheath tank.
- The last user of the day will turn off the cytometer and shut down the computer. Failure to follow these practices could result in the loss of flow cytometry privileges.
- Users agree to immediately notify Flow Cytometry Laboratory personnel if there are any problems with the flow cytometers, computers, or printer.
- The flow core can provide access to a network drive to transfer your data, **use of a USB drive is not permitted**, as these devices could harm the computer. The flow cytometry facility does not maintain long-term data storage. **Flow cytometry data is purged on a monthly basis.** To obtain access to the "Flowshared" network drive fill out the access form found under Forms on the website.

Please sign that you have received a copy of this form \_\_\_\_\_ Date: \_\_\_\_\_

Please print the following information:

User Name: \_\_\_\_\_  
Extension: \_\_\_\_\_ Institution email: \_\_\_\_\_  
PI Name: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Department: \_\_\_\_\_  
Administrator Contact \_\_\_\_\_  
Speed type#: \_\_\_\_\_