

# 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, return the completed form to Garrett Hedlund or Sharon Sen, and be trained by Garrett Hedlund 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>click on Scheduler>click on login>change login shadowbox to “flow”>Password is “flowlab” **OR** by contacting Garrett Hedlund at (303)724-7211.
- Billing is calculated by the time used. 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.**
- Instruments: Flow Analysis: FACSScan: up to 3 fluorochromes  
FACSCalibur: up to 4 fluorochromes  
LSRII: up to 14 fluorochromes  
  
Cell Sorting: FACS Aria: up to 13 fluorochromes
- **The policy of the flow facility is to run only fixed samples (non viable cells, bacteria, fungi, or viruses) on the FACSScan, FACSCalibur and LSR II. Please contact Brent Palmer, Ph.D. at (303) 724-7203 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 email Tate Hermanson at [tate.hermanson@ucdenver.edu](mailto:tate.hermanson@ucdenver.edu) 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, empty waste tank, and refill sheath tank according to posted instructions. 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, numbers are posted in the rooms, 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 bimonthly basis.** To obtain access to the “Flowshared” network drive fill out the access form found under Forms on the <http://www.clinimmune.com> website.

Instrument:                      LSRII                      Aria                      Calibur                      Scan

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Institution: \_\_\_\_\_

Phone number: \_\_\_\_\_

PI name: \_\_\_\_\_

Speed type#: \_\_\_\_\_

User name: \_\_\_\_\_ (e.g. johnsonp)

Signature: \_\_\_\_\_