

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 the 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 a current university speed type number. Return the completed form to the flow core personnel.

- 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/flowcytometrylab/calendar/cgi-bin/calweb/calweb.cgi> (Login: flow, Password: flow) or by phone contact of 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 appointment or use the online scheduler to do so. If core personnel are not informed or time reserved on the scheduler is not cancelled within 24 hours, users will be billed for the time requested.
- Users performing 1 to 3 color experiments are encouraged to use the FACScan. Use the FACSCalibur for 4 color experiments or if FL4 (APC) channel is required. For Multiparametric flow analysis (up to 10 fluochromes) users are encouraged to use the LSR II. For scheduling of multi parametric cell sorting on the FACSARIA, please contact the flow core personnel.
- **The policy of the flow facility is to run only fixed samples (non viable cells, bacteria, fungi or viruses) on the FACS Scan, FACS Calibur and LSR II. Please contact Brent Palmer, Ph.D. at (303) 724-7203 or Elizabeth Kelly at (303)724-7211 in the event that you need to run unfixed cells on the FACSARIA. (BSL3 infected cells cannot be run on the BD FACSARIA).**
- After hours use of the flow facility is permitted with prior approval from flow facility personnel. Users who work after hours will need to be trained for proper start up and shut down of the flow cytometers. Please contact Sara Higgins to get access to the 10th floor after hours or on weekends.
- At the end of each run the user agrees to clean the cytometers by running 10% bleach for 1 minute with water for 1 minute, empty the waste tank and refill the sheath tank.
- The last user of the day will turn off the cytometer and shut down the computers. 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.
- Please bring a CD or Zip disk/ USB drive to transfer your data. The flow cytometry facility does not maintain long-term data storage. Flow cytometry data are purged on a monthly basis.

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#: _____