

PAVIR FACS Core Facility User Registration

Name:

VA Affiliated Principle Investigator:

Email:

SUNET ID (If applicable):

Direct Phone (where you are most readily found):

Primary laboratory address:

Have you experience with FACS sorters and/or Analyzers (circle): **Yes** **No**

If yes, where were you last trained:

Aria Cell Sorters:

LSR Cell Analyzers:

You will be required to demonstrate proficiency before using the PAVIR instruments. Upon contact, I will arrange a time to have you show me your CLEAR understanding of the cell sorters and/or analyzers. SOPs associated with instrument operations are available on the PAVIR FACS Core web site.

If no, please note that you will have to complete training before you can access the instruments.

Training consist of three consecutive days of Aria Cell Sorter Training (M-W, 9AM to 12PM) or two consecutive days of LSR Analyzer training (R-F, 9AM-12PM) conducted by the PAVIR FACS Core Director.

Briefly explain the specifics of your experiments (Sample type, Target cells, Panel Design, Typical nozzles for sorting- i.e. 12-color Human T-cell Panel, Sorting with the 100um nozzle)

Will you need to sort yeast/bacteria (circle)? **Yes** **No**

Biohazard level of samples (circle): **BSL-1** **BSL-2**

If you are running BSL2 level specimens, complete the following (circle where appropriate):

Provide your BUA number:

Human samples fixed? **Yes** **No** **Both** Are the Human samples screened? **Yes** **No**

Viruses: **Live** **Dead** **My sample preps are not virus**

Animals housed in biohazard rooms? **Yes** **No**

Briefly Describe your biohazard specimens:

Users of the VA Palo Alto FACS Core will adhere to the following guidelines:

1. **The VA Palo Alto FACS Core is a shared facility that has the capacity to run BSL-2 samples.** All users will be required to wear personal protective equipment (PPE): gloves, lab coats, and close toed shoes while using the machines. No food/drink is allowed in the Flow Cytometry Core Facility. Gloves will be provided by the core to users in the facility.
2. **Users that do not have a VA badge will not be allow to run samples on the PAVIR FACS Facility Cell Sorters or Analyzers.** All users of the FACS core must go through proper VA WOC clearance procedures and have a badge before they may access the core facility.
3. **Users that are found allowing unauthorized users access to the facility and the flow cytometers will face a ban from the machines.** Users of the PAVIR FACS Facility must be affiliated with a Principal Investigator with a VA or PAVIR appointment or a collaboration with the VA to utilize the Flow Cytometry Core.
4. **Cancellations:** Users may cancel without being charged for time on the machines 24 hours before their reservation. It is the user's responsibility to remove their time from the calendar and **notify the user before them (via email/phone) with confirmation that the next user received notice**, if they are to cancel their reservation. If users do not adhere to this rule, they are subject to charge for the time the machine is left on without supervision. This rule is in place due to machines being repeatedly left on overnight.
5. **User's using human samples must follow BSL-2 guidelines and universal precautions for running human samples on the machines.** Please alert those around you that you are running BSL-2 samples.
6. **Policies and procedures differ from those used at the Stanford FACS Cores.** Please be sure to follow directions (Posted SOPs near machines) for proper shut down procedures between users or if you are the last user. Check the calendar after your time on the instrument to verify that the person after you is still using the machine.
7. **Changes to the calendar within 24 hours of your scheduled time are not allowed unless there are special extenuating circumstances.** VA Palo Alto FACS Core machines are heavily used by multiple labs and last minute changes allow for machine misuse and user miscommunication, as well as booking time that could be used by other labs.
8. **Flash Drives are prohibited on any of the Cell Sorter or Analyzer computers as of January 1, 2019.** Data may be transferred on to a data storage server housed elsewhere on the VA. Access to this drive will be restricted to registered users of this facility and their PIs. .
9. **Data stored on the instrument and on the data storage server will be held locally for three months with the oldest month purged monthly.** You, the user, are responsible for obtaining and storing your data
10. **Try to adhere to your scheduled time:** If you are running late, let the scheduled user after you know!
11. **Never leave the instruments in the FACS core unattended.** The facility is a BSL-2 laboratory and samples are treated as such. Note that cells can aggregate and sediment with time and can clog the machine or disrupt the stream creating changes in drop delay. All result in poor sort efficiency. Be responsible and take care of your samples and the machines.

Users of the VA Palo Alto FACS Core will adhere to the following guidelines:

12. **Clean up after you use the VA Core Flow Cytometers.** Follow documented instrument cleaning procedures appropriate to your sample type. Remove used tubes and caps and paper towels and care for spills appropriately.
13. **Do not book more than 2 machines per for individual user during prime time hours (between 12pm-5pm).** One may NOT monitor more than two instruments at one time. After hours and weekend users may book more than two machines if they have been approved for such access and have a second trained individual who will be assisting them.
14. **Clinical Samples:** Please contact the VA Flow Core if you have a specimen that you want to run. Currently we have only two machines that are capable of sorting live human samples and human cell cultured samples (The Aria 2u (Captain America) and The Aria 3.2 (Captain Marvel)) that are not virally infected. At this time, the VA flow cytometry core does not have the capacity to run infected human samples from patients with diseases such as CMV, HIV, HCV.

I understand the rules and procedures outlined above and will follow them. I also understand that failure to follow the procedures above can result in my lab being charged for damage to the flow cytometers, time for mismanaged scheduling or a suspension of user privileges for repeated offenses.

Name (Print and sign)

Date:

To get on the VA Flow core mailing list, please sign up at:

<https://uit.stanford.edu/service/maillinglists/tools> and enter "va facsusers" at the subscriber page, or send email to the Flow Core Director Brandon Carter.

Questions? Please contact Brandon Carter at bcarter@pavir.org or by phone at +1 (650) 223 1657