

Dr Beatriz Hernaez Estrada Flow Cytometer Specialist PISB room 410 <u>bh663@drexel.edu</u> (215) 571-4053

FLOWCYTOMETER USER AGREEMENT FORM

١,	, member of Dr	laboratory, will use the
C	IC Flow Cytometer according to the following rules and regulations:	

TRAINING:

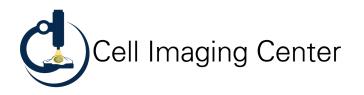
- I must be trained by Dr. Hernaez-Estrada to use the CIC Flow Cytometer. After training, I must be supervised by Dr. Hernaez-Estrada until I am permitted to work independently. Note that Symphony HTS requires separate training.
- Lab-mates, colleagues, friends or acquittances are not allowed to use the Flow Cytometer unless they have been trained and given formal permission by Dr. Hernaez-Estrada.
- > If I have not used the flow cytometer for over 6 months, I must contact CIC prior to making a reservation

SAFETY/ CHEMICALS & BIOHAZARDS:

- I must notify the CIC in advance for each instance of planned use of any hazardous chemicals, unconventional live organism, or infectious materials.
- Food, beverages, and radioactive materials are strictly prohibited in the facility.

SCHEDULING / CANCELING:

- ➤ I will reserve the flow cytometer using iLab online calendar. Reservations must be made at least 24 hours and no longer than 1 month before the intended time of use. Exceptions could be made only after contacting Dr. Hernaez-Estrada.
- > Same day extension and reservations can be made on a first-to-book basis only if no one else has signed up.
- ➤ I will not reserve more than a 4-hour time block between 9 am and 6 pm Mon-Fri. Longer reservation times are possible after obtaining permission from Dr. Hernaez-Estrada.
- Outside 9 am and 6 pm M-F, longer time blocks can be reserved on a first-to-book basis. I understand that it is my duty to be considerate and flexible in the amount of time I reserve.
- ➤ If I need to cancel my session, I will delete my reserved time on the booking calendar at least 24 hours in advance. Failure to cancel my reservation could result in temporary or permanent loss of my privilege to use CIC instruments, and my lab would be billed for the reserved time that I did not use.
- I will use the CIC email server (cic-users-l@lists.drexel.edu) to immediately notify any cancelations, rescheduling or any other issues to all users of the CIC.
- > Same day cancelations are allowed on occasion, but repeated cancellations are prohibited, and the CIC reserves the right to bill labs for canceled time. All same day cancelations must be notified by emailing Dr Hernaez-Estrada (bh663@drexel.edu) and the CIC list server (cic-users-l@lists.drexel.edu). After my initial email to the CIC server,
 - o I must notify the users scheduled before and after me
 - It is my responsibility to ensure that the user before me turned the Flow Cytometer off.



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DURING THE FLOW CYTOMETER SESSION:

- > I must start and terminate my session punctually. If I fail to begin or finish on time (15 min within the intended time), the user before me has the right finish his/her experiment before I begin and the user after me has the right to terminate my experiment. If I run more than 15 min late,
 - o I must notify both the user scheduled before me and Dr. Hernaez-Estrada.
 - Repeated failures to begin/end punctually could result in loss of my CIC privileges.
- ➤ I will remain present in the Flow Cytometer room (PISB 410.f2) for the duration of my reservation, even if I am using the HTS system.
- > Before running the samples, I will pass them through a filter within maximum pore size of 70 um
- > I must use the iLab Kiosk to start and end my flow cytometer sessions
- > After finishing my session
 - o I will run the **Cleaning Procedure and record all the events**. I acknowledge that failure to do so will result in the revocation of my flow cytometer privileges.
 - o I will make sure the flow cytometer area is clean and ready for the next user. I will **dispose of all the** used tubes and tips in the sharps bin.
 - o I must export my data to a safe location as soon as possible after acquisition. Any files left on the computer hard drives may be deleted without warning.
 - Check waste and sheath containers: I will make sure the waste tank is not full and the sheath container is not empty before leaving the Flow Cytometer. I will follow the emptying or refilling procedure as trained by Dr. Hernaez-Estrada.
 - I will leave a tube with 1 ml of DI water on the SIP and I will make sure the Flow Cytometer is either turned off or in STANDBY mode.
 - o It is my duty to check if a user has signed up immediately after me. I will leave the system on if someone is booked next (within 30 minutes), otherwise I will turn it off.
- > I must report any clogs / damage / malfunction by email to Dr. Hernaez-Estrada as soon as possible.

I must acknowledge the Cell Imaging Center in all publications of data and results obtained through the use of the Flow Cytometer; it is critical for the long-term viability and expansion of CIC (RRID:SCR_022689).

I understand that failure to abide by these guidelines may result to temporary or permanent ban of my privilege to use the CIC Flow Cytometer.

I hereby certify that I have read and understood all these rules, regulations and procedures of operation and scheduling. I am in complete agreement with these guidelines.

User Signature	Date
PI Signature	Date