



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

FLOWCYTOMETER USER AGREEMENT FORM

I, _____, member of Dr. _____ laboratory, will use the
CIC 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 acquaintances 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,
 - 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.



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

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,
 - 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**
 - 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.
 - 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.**
 - 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.**
 - 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 _____