

# **MCDB Flow Cytometry Core Facility Guidelines**

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## **Available Equipment**

Beckman Coulter CyAn ADP- 3 laser, 9 color flow cytometry analyzer  
Miltenyi Biotec MACSQuant VYB- 3 laser, 8 color flow cytometry analyzer  
Beckman Coulter MoFlo XDP- 3 laser, 9 color cell sorter

## **Equipment reservations**

Self-use analyzers must be reserved through the facilities' [Outlook reservation calendar](#).

Cell sorting on the MoFlo XDP must be reserved directly with Tiffany Elston ([antwine@colorado.edu](mailto:antwine@colorado.edu))

If you need to cancel, please do so as early as possible. We reserve the right to charge for sorting appointments cancelled with less than 48 hours notice and analysis reservations cancelled with less than 24 hours notice.

New users of the CyAn ADP and MACSQuant VYB analyzers must be trained in order to receive a login. Training by flow cytometry core staff is available at a rate of \$80 per hour. Training on the MACSQuant VYB analyzer may be performed by an experienced lab peer. Documentation of adequate training must be submitted by the user's PI in order to receive login access to the analyzer. It is strictly forbidden to share your CU Identikey credentials with users who are not trained and thereby do not have access to flow cytometry core instruments.

## **Billing**

Users will be charged a minimum of 30 minutes followed by increments of 15 minutes thereafter. The CyAn ADP hourly rate is \$60 per hour and the MACSQuant VYB hourly rate is \$65 per hour.

Cell sorter users are charged an initial \$100 set up fee with billable time accruing in 30 minute increments at an hourly rate of \$100 per hour.

No-shows will be charged for their full reservation time.

## **User Changeover and Shutdown Policies on Self-use Instruments**

Follow the appropriate procedures for user changeover or shutdown

If you are the last user registered on the schedule for that day (or the only user) it is your responsibility to shut down the instrument. Please check the reservation calendar for the most updated information to confirm if a user is scheduled after you.

Failing to perform proper user changeover or shutdown procedures will result in a fine for misuse of at least one hour plus the cost per hour for the time the instrument was left on.

## **Instrument Damage and misuse**

Damage caused to equipment due to negligence or misuse resulting in extended instrument downtime and/or need for repair will be billed in full to the at-fault lab.

Failure to comply with all usage procedures as laid out in the equipment tutorials, manuals, and training sessions can result in restricted or suspended access to all flow cytometry core equipment.

### **Data Management**

It is the responsibility of each user to copy their data to a secondary medium at the time of collection and/or analysis. You can bring a USB drive to transfer data or save to an external network data storage space.

Data generated during sorting will be made available to the user at the time of collection or within 24 hours after collection on MCDB's "collie" network.

### **Issues and Problems**

Inform flow cytometry core staff immediately if anything is not working properly or if you encounter other problems (low sheath tank, full waste tank, low supplies, etc.)