



## Training Policy for Self Operation of Analytical Cytometers (CyAn, Gallios, Fortessa, & C6)

### Requirements for Self Operation:

1. Principal Investigator must approve training and fee prior to scheduling
2. PI will accept financial responsibility for any instrumentation damage due to improper use by lab members.
3. PI and trainee must agree to and follow ACC policies and procedures for instrumentation access, startup, operation, shutdown, data storage and transfer.
4. Trainee will undergo training and testing as described below.
5. Graduate students must be in a dedicated lab before any consideration for training can be granted.

### Training Program:

1. Training will be scheduled at the discretion of ACC.
2. All interested users must attend an overview session, which will demonstrate the procedures for access, startup, operation, shutdown, data storage and transfer. While an overview session is required for all users on each instrument, the ACC will take into account the prior experience of the trainee, and take reasonable steps to limit the total time of the overview session.
3. If the trainee requires individual practice time, this can be arranged with an ACC staff member to be available to answer questions and assist the candidate. Self operation training rates will apply for this usage.
4. The trainee may also practice with other lab-mates that have already successfully completed ACC's self operation training program. Self operation rates will apply for this usage.
5. Once the trainee is confident in their skills, the competency testing will be administered by ACC staff, which will test all aspects of instrument operation.



6. Competency to operate the flow cytometer effectively will be at the discretion of ACC.
7. Duration of training vary by instrument and are presented in the table below.

Instrument	Overview Session	Competency Testing	Total Time
CyAn or Gallios	3.5 hours	1.5 hours	5 hours
Fortessa	4.5 hours	2.5 hours	7 hours
C6	1 hour	1 hour	2 hours

8. Training (overview, practice, and competency testing) will be billed at the current self operation training rate.

### Actions that will cause the loss of the self operation privilege:

1. Any user that repeatedly delays the schedule resulting in interference with other scheduled analysis.
2. Any user that repeatedly leaves the instrument inoperable or in any way compromised for subsequent operation.
3. Any user that does not follow ACC SOP for Startup and Shutdown of the instrument.
4. Any user that repeatedly leaves the lab untidy.
5. Any user that breaches the schedule.
6. Any user that provides others with his/her password and login information.