



## Policy for End User Operated Sorts for Aria III

The Analytical Cytometry Core (ACC) is pleased to offer COH Principal Investigators the opportunity to have laboratory members trained to independently operate the AriaIII Fluorescence Activated Cell Sorter as part of our expanded access program. Qualified Independent Sort Operators (ISO) will be trained and qualified prior to commencing operations. All ACC policies and procedures apply to ISO sorting including but not limited to scheduling, billing, cancellation, prioritization and access. The ACC Director reserves the right to grant and revoke ISO status and privileges based upon performance and/or institutional priorities for instrumentation as required. The ISO policy can be modified at the discretion of ACC. Specific details are described below.

### Requirements for Independent Sort Operator (ISO) Designation:

1. Principal Investigator (PI) must approve training and fee prior to scheduling the training.
2. PI will accept financial responsibility for any instrumentation damage due to improper use by lab members.
3. ISO candidate must have prior experience in operating an analytical cytometer (CyAn, LSR, Fortessa, Gallios). This includes creating protocols, establishing instrumentation and control settings, applying compensation when necessary, acquiring and analyzing data.
4. PI and ISO candidate must agree to and follow ACC policies and procedures for instrumentation access, startup, operation, shutdown, data storage and transfer.
5. ISO candidate will undergo training and testing as described below.
6. Graduate students must be in a dedicated lab before any consideration for training can be granted.
7. Once ISO candidate has proved competency, they must maintain their self sorting to at least an average of 2 self sorts per month (over a 4month period). If not, they will be subject to recertification if they would like to continue to self sort.



## Training:

1. Training will be scheduled at the discretion of ACC.
2. Training will include:
  - a. Two 4hour overview sessions. The components and operating procedures for the AriaIII will be presented. The ISO candidates will observe the procedures for access, startup, operation, shutdown, data storage and transfer.
  - b. If the ISO candidate requires individual practice time, this can be arranged and an ACC staff member will be available to answer questions and assist the candidate. Core assisted sort operation rates will apply for this usage.
  - c. The ISO candidate may also practice with other lab-mates that have already successfully completed ACC's self sorting training program. Self sorting user rates will apply for this usage.
  - d. Once the ISO candidate is confident in their skills, the competency testing will be administered by the ACC manager, which will be a 4hour session to test all aspects of sorter operation.
  - e. Competency to operate the Aria effectively will be at the discretion of ACC.
3. Training (overview and competency testing) will be billed at the current self sorting training rate.

## Scheduling for Self Sorting:

1. ISO sorting is only an option if core staff is not available to operate the sorter and will typically be after normal business hours and weekends.
2. All ISO sorting appointments are to be scheduled by ACC. Email request to: Lucy Brown ([lbrown@coh.org](mailto:lbrown@coh.org)).

## Other policy:

1. Cancellation of ISO sorting appointment will follow current ACC policy
2. ISO is responsible for own data. ACC will make every attempt to backup data, but ultimately it is the responsibility of the end user to export data.



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Actions that will cause the loss of the self sorting privilege:

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