**Department of Immunology and Microbiology Flow Facility User Guidelines and Policies- September 2015**

**(DRAFT)**

All reservations and cancellations must be made using the I-Lab web portal. Billing will be done monthly by I-Lab, with charges based on reserved time and/or used time – whichever is longer. Charges for analysis will be for a minimum of 1/2h and increments of 15 minutes thereafter. The minimum time charged for a sort will be 1.5 hours, with increments of 15 minutes thereafter.

Filter all samples! 5ml polystyrene round-bottom tubes with cell-strainer caps (Falcon Ref 352235) are a recommended.

Do not make reservations for a colleague/friend/lab mate. We have an authorization system to ensure that only those trained and approved to use the instrumentation can reserve time and have access to the core.

**Analyzer use:**

Daytime analysis (9AM-6PM) reservations must be canceled >24hrs prior to reserved time to avoid a 50% late cancellation fee. If reserving user incurs a penalty due to late cancellation but his/her reserved time is subsequently used by another user, the penalty will be waived.

Those who fail to cancel their reservation and do not show up for their appointment will be charged at full rate for time reserved.

For all analyzers, shifting your time, e.g. signed up for 1-2 pm and want to run 2-3 pm, is acceptable at no additional charge as long as there is no incursion into another users scheduled time.

Reservation for night-time (6PM-9AM) use may be cancelled at any time without penalty.

**Cell sorting:**

Please reserve sort time at least 48hrs in advance.

To avoid penalty of 50% of charges, all reservation MUST be cancelled 48 hours in advance of the reserved sort time.

Those who fail to cancel their reservation and do not show up for their appointment will be charged at full rate for time reserved.

You must contact the flow core staff if there are any last minute changes in your sorting timeline. If you are more than 15 minutes late and have not notified staff that you will be late, we reserve the right to cancel your sort and bill you for reserved time.

If you have questions or concerns, please don’t hesitate to contact: