

# Core Run Cell Sorting Policy

Last updated 4-16-24

Users of the Flow Cytometry Core Facility cell sorting services are currently blessed with a choice of 4 instruments with a tremendous amount of availability. This has unfortunately lead to some fairly bad habits and is causing a bit of disruption with scheduling. Below is an attempt to detail a more definitive policy for cell sorting in the facility.

- Any appointments scheduled online within 24hrs of the actual appointment must be confirmed and approved by core staff through email or phone call. This is our primary issue right now. Too many people are just booking last minute with no notification. e-mail [flowcytometry@cores.utah.edu](mailto:flowcytometry@cores.utah.edu). All core members would get the same message and we'd probably accommodate your appointment faster.
- Please let us know if you are cancelling. We would love the opportunity to open your slot to other people.
- Please try to be on time, especially if you have booked a very short appointment. If you have to book a little extra time so you have some leeway with your sample prep that's OK.
- Please familiarize yourself with the capabilities of each cell sorter. They all have slightly different lasers and filters. We've also created a nifty "[Which sorter should I use](#)" document summarizing event rates, pressures and expected yields per instrument that should help in planning your experiment. When in doubt please ask.
- If your sort requires either the 70um or 100um nozzle you must reserve an additional 20min so that we have time to change the nozzle. (Eg, if your reserve is starting at 12pm, we will have the instrument calibrated and ready by 12:20pm)
- Please let us know in the "Description/Comments" section of the scheduler if you plan on sorting into 96-well plates, if you have any specific request (e.g. a template to use, cooling, etc.) or something you wanted to share with us about your samples/experiment in advance (colors and markers, number of samples to run, concentrations, yields and so). This is very helpful to us in getting everything up and running in advance.
- There are times when we block off an instrument for the entire day. This generally is done when we are short staffed and don't want scheduling conflicts or double bookings. If you are trained for self-run sorting and would like to reserve during these times please just contact us and we will open the schedule for you.

- Sort schedule is 9am-5pm. If you want to come earlier or later we can probably accommodate that but you need to let us know in advance. If you routinely need after-hours sort, consider getting trained for after-hours access.
- It's always a very good idea to contact us prior to your first sort to make sure you bring everything you need.
- Controls are a good thing, bring them. And if you're interested in understanding why, please refer to our "Sensitivity, Voltages, and Compensation" presentation.
- We often times need extra media or buffer due to clogs or diluting samples. Please bring a little extra to your sorts.
- As you're probably aware, we have 2 new staff in the lab. Please be mindful that it may take us a bit longer to set up your experiments and templates. We are going through a bit of a learning curve and rushing new staff is never a great idea. We love cytometry (and so should you) and are always happy to navigate you through the process and iron out any issues that might arise.