

## **FlowCore General Use Policies.**

PQMS3-FLOW-REF-0020-V1

### **Bookings:**

FlowCore reserves the right to change instrument and/or booking times when necessary, but will endeavour to give researchers as much notice as possible.

Booking time allowances:

- Sorters – 1hr to 4hrs
- Analysers – 0.5hr to 4hrs

FlowCore does not offer staff assisted bookings for the analytical flow cytometers.

Booking permission for the analytical flow cytometers depends on the following requirements:

- Completion of the FlowCore analyser training course
- Reading and understanding the contents of the FlowCore Safety Manual
- Completion and submission of the FlowCore Safety Manual and Analyser Training Declaration

### **Cancellations:**

All bookings will be locked-in 24 hours prior to the start time of your booking.

Cancellations submitted inside of the 24 hour lock-in period will incur 100% of the cost for the time booked.

### **General Facility Access:**

FlowCore is a PC2 facility. As such, your ongoing access requires completion of the Local Area OHS Induction Checklist Form. Submit your completed paperwork to Ms Kathryn Flanagan to make arrangements for 24/7 facility access.

Handbags, backpacks, jackets, etc. are to be left in the office area during office hours, and in the foyer after hours.

The FlowCore office area **is not** designated as a PC2 space. As a matter of OHS policy and with respect for the safety of FlowCore staff, biologicals or chemical agents should never be taken into FlowCore office space.

**The FlowCore Client "Due Diligence" Policy:**

***As a user of the FlowCore cell sorting laboratory, you are expected to possess some level of basic knowledge of flow cytometry theory.***

Our analyser training course provides a basic understanding of how flow cytometers work, how to autonomously use the instrument, what controls you will need, and what to expect from your data.

Cell sorting transactions are staff assisted. The exception to this rule is the Aria Fusion cell sorter, which is available to users for autonomous cell sorting during and after hours. Please contact FlowCore for training requests.

Research scientists and their students who will be conducting cell sorting experiments with FlowCore should be familiar with the following concepts:

- best practices in preparing samples for processing on a cell sorter
- what control samples are critical to setting up a flow cytometer for a multi-colour experiment
- how to utilise a gating hierarchy to "drill down" and define discrete subpopulations of cells (bring diagrams)
- how to choose the appropriate nozzle setup and collection device for your experiment

You must provide the facility staff basic experimental information such as:

- species, tissue
- immunofluorescent reagents and/or all fluorescent dyes utilised in your experiment

**Regarding All Cell Sorting Transactions:**

Primary human tissue(s) should be screened for all PC3 level biohazardous pathogens (see Policy For Processing Biohazardous Samples on FlowCore Cell Sorters for details).

Human cell lines that have been manipulated with GMOs should be declared as such to your operator at the time of your booking. FlowCore will only accept GMOs that are PC2 compliant according to OGTR guidelines (see Policy For Processing Biohazardous Samples on FlowCore Cell Sorters for details).

FlowCore staff must be notified of any noxious chemicals utilised in the context of your cell sorting experiment. This information should also be included in the cell sorter request form that accompanies your booking.

The user is responsible for providing dilution buffer, all collection containers and receipt media.

**Proposed Terms:**

FlowCore reserves the right to deny access to any user who has not submitted acknowledgment of our facility policy documents.

Please be advised that your adherence to these policies is essential for being in compliance with rules and regulations stipulated by Quality Management Systems (SAI Global ISO 9001).