

# INSTRUCTIONS FOR FLOW CYTOMETRY FACILITY USERS

## Agendo bookings and logbooks

- Always book your runs on Agendo – no exceptions! Bookings are as important for user convenience as for facility management and determining future user fees!
- Usage is charged from the booker – bookings cannot not be done on behalf of someone else.
- Related to the point above, scientific collaboration between groups (for authorship in papers) is endorsed, but apart from that, only the facility provides services.
- If you forget to book your run and are unable to book it afterwards, contact Laura Kummola or Laura Vesala
- Cancel your booking in advance, otherwise it will be charged. In case of problems, contact Laura Kummola or Laura Vesala.
- Failed runs due to instrument malfunction will not be charged. Contact Laura Kummola or Laura Vesala in this case.
- Always fill in the paper logbooks, including solution consumption logs.
- Only users that have received training are allowed to use and book instruments. All training must be provided or supervised by Laura Kummola or Laura Vesala.

## Facility general guidelines

- Space is limited in the fridge, freezer and cupboards – do not store large amounts of items or reagents in the facility.
- It is the user's responsibility to take away their dishes and empty the vacuum bottle.
- If something breaks down or malfunctions, report it immediately to Laura Kummola or Laura Vesala.

## Reagents and other consumables

- The following reagents and consumables are included in the user fees:
  - Standard 5 ml FACS tubes (polystyrene and polypropylene)
  - 35 µm strainer cap tubes – heavy users are encouraged to buy their own
  - Basic lab plasticware from the hallway cupboards, gloves
  - Solutions and ethanol for the instruments
  - Calibration beads (CS&T, Rainbow, Accudrop)
- The users must bring their own :
  - Sample/staining buffers
  - Antibodies and staining/blocking reagents
  - Compensation beads
  - Well plates (Falcon brand fits the FACSAria Fusion best)
- It is the users' responsibility to bring ethanol from the ordering center.
- If something is running out, notify Laura Kummola or Laura Vesala immediately. Note that there might be a 1-2 week delay from ordering to actually receiving the product. As a general rule, when you open the last container for a given reagent, it is time to order more.
- Never let the CS&T beads run out! Three drops are needed to reset target values after introducing a new bead lot.

## Running the instruments

- Cleaning the instrument is the most important step in ensuring that it will work properly! Rather than staring at minutes, check the event rate, preferably on default voltage (Canto and Fusion).
- Samples should be filtered just before running them.
- The facility encourages all users to run extra cleaning protocols from time to time (see separate instructions), as a precaution.
- The next user will appreciate if cubitainers or solution tanks have been replenished when they begin their run.

## Contacts

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