

SAFETY IS FIRST AND ABOVE ALL FOR EVERYONE!!

FLOW CYTOMETRY RESEARCH LAB RE-OPENING PROTOCOL

SECTION -I CELL SORTING:

1. Availability:

- a. All 4 sorters will be available for booking from 10AM TO 8 PM
- b. Due to occupancy restriction only the SELF-ARIA karp 8111 will be available for **SELF-SORTING** during these hours.

2. Scheduling:

- A. All appointments need to be **requested** at least 24hrs in advanced for better staff planning.
- B. All sort appointments will be **booked** through our website,

http://www.flowlab-childrens-harvard.com/sort_request

(Please ensure that the Sort Request Form is completely filled)

-Staff might contact you for clarification

-you will get an email directly from the staff or google calendar once the appointment has been booked.

- C. All cancellations and modifications to the appointment must be done 24hr in advanced by emailing the lab at myflow@childrens.harvard.edu

3. Assisted Sorting:

- A. Communication

In Compliance with social distancing guideline: Researcher should make every effort to limit direct contact with the lab staff and should not try to access any of the labs without an appointment.

New experiment templates and gates setup communications between the researcher and the core staff should be done remotely (ex. Via texts or Zoom meeting) whenever possible. This also holds true for already existing experiments that might need templates modification.

- B. Experiment

-Once contacted by the Flowlab staff, please **DROP-OFF YOUR SAMPLE** and the appropriate collection tubes (and extra media if needed) in a sealed container to the discussed designated drop off area outside the lab.

PLUS : your USB to retrieve your data

-The Staff will disinfect the box container using 70% ethanol prior to bringing it into the sorter room

-After the initial experiment setup, the researcher and staff will be able to communicate specifics remotely, to confirm gating and any final adjustments necessary before sort starts.

-After the sort is done, all the collection tubes will be stored in the transfer container and is placed back in the designated pickup area in which time the researcher is contacted.

- **In case of single cell sorting**, as the line of communication stays open between the staff and researcher, plate pickups may take place intermittently while following Flowlab safety protocols. (You will be contacted when plate(s) are ready to be picked up. Please provide an extra sealed container for the delivery and storage of these single cell sorted plates to the designated pickup area)

-FCS files of your experiment will be saved in your folder in the Z drive.

-The Data will be copied to your USB

4. **Self-sorting:**

This is only for researcher who can setup the sort, once the instrument has been QC.

a) QC

- The instrument qc will be done by the staff
- You will be contacted when the room is ready

b) **Before you enter the room:**

- **Only one person allowed**
- **Proper PPE including mask is required**

- **Display the occupancy sign at the door**

Please bring everything you need “including filter tubes, extra collection tubes and buffer” to minimize going in and out of the room. PLUS : your USB to retrieve your data

c) While in the room:

- Before Running the samples
 - **Disinfect the desk, keyboard, and the mouse with 70% ethanol**
 - **Do not allow anyone else in the room**
- While running the samples
 - **Filter each sample right before running**
 - Instrument issues, see troubleshooting section
- Once the sort is done
 - Transfer your data to the Z drive
 - **Put your data on a USB using the station in the room**
 - Perform the instrument cleaning by 5-5-5 or ethanol shutdown if you are the last person sorting.
 - **Wipe down all surfaces with 70% ethanol.**
 - Take all the samples and the collection tube with you.
 - **Take down the occupancy sign on the door.**
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SECTION-II: ANALYZER

To be compliance with Institution guideline of social distancing and contact tracing: do not enter the analyzer room unless you have an appointment and you cannot be accompanied by anyone else.

Availability:

All 3 Major Analyzers will be available for booking although, not all 3 can be used at the same time.

For Karp 08016 (LSR II and Fortessa) only 1 instrument can be used at a time. We will be changing the calendar name to say karp 08016 LSR/Fortessa. You will be booking the room but you can use either instrument.

Karp 6111 (Fortessa) the fortessa on the 6th floor has been move this new location and will be available for booking in

compliance with the core social distancing and contact tracing policy.

Scheduling:

-We will continue to use the google calendar for scheduling.

-Appointment limitation:

Each researcher: 30min minimum and 3hrs Maximum.

Each Lab: less than 6hrs from the hours of 9am to 9pm

The scheduling will be monitor and modified by the staff for any violation.

Performing the experiment:

Before you enter the room: (A staff will be checking for these)

- i. **Proper PPE including mask is required**
- ii. **Display the occupancy sign at the door**
- iii. **One person per room**
- iv. **Bring filter tubes, every sample must be filtered right before it is put on the machine**

(USB to put your data and avoid coming back to the room)

While in the room:

- v. **Before Running the samples**
 - **Disinfect the desk, keyboard, mouse, and cytometer control pad with 70% ethanol**
 - **Do not allow anyone else in the room**
- vi. **While running samples**
 - **Filter samples right before running**
 - **For instrument issues, see troubleshooting section**
- vii. **After running the samples**
 - **Allow extra time for performing and recording cleaning process in each experiment (SEE SHEET IN LAMINATE SLEEVE AT MACHINES)**
 - **Transfer your experiment to the Z drive.**
 - **Use the station in the room to put your data on the USB**
 - **Disinfect the desk, keyboard, mouse, and cytometer control pad after use with 70% ethanol**
 - **Take down the occupancy sign from the door**

1. **ADVIA:**

- Done by appointment only
- Only assisted service available
 - You tell us what you want to run
- There will be a location on Karp 8 for sample drop off
- Sample must be on ice; staff runs the samples and will contact you when it is done

SECTION-III

1. **Troubleshooting:**

- a) Issues with the instrument will initially be resolved remotely by staff if possible
 - i. **For Self-Aria and Hood-Aria (Karp 8111-8113) contact Mahnaz -617-835-8202**
 - ii. **For CLS Aria (CLS 15037) contact Sahithi – 857-352-3011**
 - iii. **For Fusion Aria and Fortessa (Karp 6113) contact Bet – 617-372-2473**
 - iv. **For LSRII and Fortessa and Advia contact Sarah -781-439-5186**
- b) If issue cannot be resolved remotely
 - i. Researcher must leave the room
 - ii. Staff will contact you once the issue has been resolved

2. **Data Transfer:**

Please remember to save your data in your folder in the Z drive then transfer it to your USB during your appointment to minimize back and forth to the core.

If you forget to transfer data after your experiment then please contact the staff assigned to the instrument in the troubleshooting section.

-you will need to drop off a USB with staff and you will be contacted once the data has been uploaded to the USB