

**FLOW CYTOMETRY FACILITY
TERMS OF AGREEMENT**

User Name:- _____

Department:- _____

Contact No:- Ph: _____ Mob:- _____

Email:- _____ @ _____

Supervisor's Name: _____

Email: _____ @ _____

Contact No:- Ph: _____ Mob:- _____

The following are standard terms and conditions to use this facility:-

1. All users must complete the outlined training schedule and be assessed and signed off by Jennifer Washington.
2. All users must read the safe operating procedure for Flow Cytometers located near the instrument.
3. The cost of using the Flow Cytometry equipment is \$40/hour. This cost covers maintenance and printing expenses.
4. The introductory session and training will be charged at \$60/hour usually 1-2hrs.
5. The cost for cell sorting will be negotiated upon request (approx \$70/hour).
6. Bookings to use the Flow Cytometry equipment are to be made on the "Flow Cytometry Facility Online Scheduler" located at:-
<https://cytometry.flinders.edu.au/Web/>
7. Bookings are limited to a 2 hour maximum without prior consultation.
8. Billing for use of the instruments is calculated against booked time from the scheduler.
9. All accounts are to be settled promptly. If there are any problems we can be contacted on (08) 7421 9631.

Users are responsible for retrieving and archiving their own data. We will not be held responsible for any loss of data that may occur.

The Flow Cytometry Workstation is available for the analysis of data and can be booked in the same manner as the Flow Cytometry equipment on the online scheduler.

To be signed by Supervisor/Financial responsible party:-

I, _____ hereby agree to the above conditions.

Signed: _____

Date: ____/____/20__

Please return this form to the Flow Cytometry Unit in person or via email to:-
Jennifer Washington,
jenni.washington@flinders.edu.au

Flow Cytometry Training Checklist

Name:- _____

Department:- _____

Contact Number:- _____

	Trained By	User	Signed off By	Date
Instrument				
Accuri C6 <input type="checkbox"/>				
Cytoflex S <input type="checkbox"/>				
ImageStream MkII <input type="checkbox"/>				
Sorter <input type="checkbox"/>				
Initial Appointment				
Local induction				
Emergency procedures				
Security Incidences				
Exit				
PC2				
Closed shoes, PPE, No food/drink				
Location of RAs, SWMS/SWPs				
Introductory Session				
Starting up the Instrument				
Filling up FACsFlow (Sheath)				
Emptying Waste				
Fluidics Startup				
Instrument Configuration				
Acquisition				
Analysis				
Fluidics Shutdown				
Shutting Down the Instrument				
Tutorial Session (if req)				
Training Session				
Optics and Parameters				
Instrument Settings				
Worksheets				
Plots				
Gates				
Population Hierarchy				
Statistics				
Exporting Data				
Importing Data				

SORTER ONLY

Theory				
Pulses Height/Area/Width				
Window extension				
Area Scaling				

Sorting				
Stream Formation				
Sorting Theory				
Stream Parameters				
Drop Delay and Accudrop				
Sort Masks				
Sort options:- 2/4way or ACDU				