

Operating Guidelines for FACS Sorter

1. The Fluorescence Activated Cell Sorter is primarily meant to be used for sorting cells.
2. The Cells can be of Human, Mouse, Rat, Guinea Pig, Plant origin, etc.
3. It is recommended that bacteria, yeast, fungus, virus should not be loaded into Machine directly as sample. However, infected samples (with bacterial/fungal/viral/parasite infection) are allowed only after fixing of cells with recommended fixative. If sample has un-fixed, live microbes (pathogenic or non-pathogenic), IBSC approved flow-cytometry protocols are required. OCs will not be accountable for effects (if any) caused by such samples. Users will handle such samples on their own to prevent aerosol exposure to operators, after training.
4. Detailed Biohazard information regarding infection has to be filled in the Booking Form.
5. If the Infective agent requires Biosafety Containment not possible by the Facility, the OCs and User committee will consult with IBSC.
6. All cell samples are to be supplied in 1X PBS (saline, pH 7.4) for loading into the machine.
7. No sample/s will be allowed in colored buffer/medium so as to not damage/contaminate the sheath with dye, thereby affecting subsequent user samples with auto fluorescence.
8. All samples should be filtered and passed through 70-micron strainer followed by 40-micron strainer, individually, before loading into Sorter.
9. In the event of machine/system error/fault etc, no User or Operator will attempt to solve the problem individually. They should report the matter to OCs as soon as possible for necessary action.
10. The users will supply details of Analysis and Gating Strategy, obtained from FACS VERSE Analyser for Trained Operator use, before their experiment (soft copy with booking form, hard copy on experiment day).
11. All users will be required to transfer their data to their own CDs/DVDs right after each experiment. Use of USB drive in the System is strictly prohibited.
12. The users are expected to transfer their data every-time after use. The OCs will delete data files once every month from the System for proper functioning of Software and System.
13. The detailed booking guidelines are mentioned in a separate document.
14. All users will bring their own Sheath Filter every time their experiment is scheduled.
15. All Users will also bring their own Sheath Fluid (minimum 20 liter volume, and 50 ml extra, separately), FACS Buffer, FACS Clean Fluid (50 ml), 70% Ethanol (200 ml to be submitted/per booking), Autoclaved DI/MQ water (50 ml), FACS tubes, CST beads, Accudrop beads, Tissue and Kim Wipes, Tip boxes, Spirit etc. along with a CD/DVD at the time of experiment. The same will be confirmed during signing the Log-in Register.
16. The Users will also autoclave sheath tank after use, if and when asked by the OCs.
17. After Machine use, concerned user will ensure that the Sheath Tank is re-filled up-to the recommended line for the next user.
18. On leaving the facility, the users will also ensure refilling of Sheath Fluid, Autoclaved DI/MQ water and FACS clean liquid up-to the line marked in their respective dispenser bottles (pre-labeled).
19. All users will be responsible for clearing out any spills and trash (used tips/tissue/tubes/gloves etc.) generated during their Machine Use, and will take their waste along with them for proper disposal.
20. The sample working table/ hood must be wiped clean before leaving the facility.
21. The users will also ensure no reagents are left behind in the refrigerator on leaving.
22. All users will maintain cleanliness of the facility and on leaving the facility they will ensure the same.
23. All users will have to be accompanied and assisted by trained operators during the course of their experiment.
24. Strict action will be taken against defaulters not following the above guidelines.

Addendum

Catalog Number of Consumables Recommended and Accepted for Sorter Use:

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| 1. Sheath Fluid: | BD cat number 342003 |
| 2. FACS Clean Fluid: | BD cat number 340345 |
| 3. FACS tubes: | BD cat number 352054A |
| 4. CST beads: | BD cat number 655051, Lot on vial: 80296 |
| 5. Accudrop beads: | BD cat number 345249 |
| 6. Sheath Filter: | BD cat number 661744 |
| 7. Tissue Roll | Generic |
| 8. Kim Wipes | Generic |
| 9. Fixative solution | Generic |
| 10. 70% Ethanol | Generic |
| 11. Autoclaved DI water | Routine |
| 12. Spirit | Generic |
| 13. Gloves | Routine |
| 14. Tip boxes | Generic |