Flow Cytometry Core Facility Analyzer Policy

1. **Appointment wait period**: If wait periods for any instrument become greater than two weeks, labs with KI or Whitehead Institute affiliation or with NCI funding will be given preference for booking appointments. Any lab without such affiliation/funding may only book appointments within two weeks from the day of booking.

2. **Schedule changes**:
    a. Cancellations must be made on TechTime with 24 hours advance notice, otherwise the entire time scheduled will be billed. For Monday cancellations, you must delete your TechTime appointment before 10AM.
    b. You are billed on the greater of the time you reserve in TechTime or the time you use on the flow cytometer.
    c. We reserve the right to restrict your access to the facility in the event of frequent last minute cancellations, late arrivals or not showing up for your appointments at all.

3. **Rate changes**: Periodically check our web page for updates on the rates charged for our services.

4. **Overbooking**: No one lab may book more then 50% of the weekday hours between 10am-6pm in any given week.

5. **Instrument malfunction**: We may have to cancel your appointment if the flow cytometer breaks down.

6. **Fire alarms**: The analyzer room and building must be evacuated in the event of a fire alarm. There are no exceptions to this MIT policy. Delays caused by ignoring this requirement will reduce the length of your appointment.

7. **Restricted access to the facility will be enforced if** any 3 combinations of the following actions occur within 1 year.
    a. Training fellow investigators on how to use our equipment. <u>Training must be done by our staff.</u>
    b. Sharing your username and password. Neither you nor your fellow investigator will have access to the facility.
    c. Not following the shutdown procedure to completion (i.e. not leaving the cytometer in Standby mode or leaving the cytometer on all night).
    d. Throwing bio samples in the regular trash. We have a carry in carry out policy.

8. Users are responsible for providing an account number and updating it when it expires.

User Signature_____ Date_____
Print/sign