

Flow cytometry unit user guidelines

Reservation

- Make your plans and reservations in well in advance: the instrument is available for the time of your reservation only.
- If you know you need assistance, also contact the staff as early as possible.
- Inform the staff immediately of any delays.
- If you need to cancel, do so as soon as possible and latest 24h before the reserved time.
- Uncancelled reservations will be charged.
- For short notice reservations and usage outside office hours, be prepared to start up the instrument yourself.
- The last user of the day is responsible for shutting down the reserved instrument.
- Leaving an instrument on overnight will result in charges for the time required to recover the instrument and any resulting downtime.
- Fill the user logbook found by the instrument.

Lab safety and how to behave in the lab

- Normal laboratory safety procedures should be followed. Use gloves and lab coats. No eating or drinking in the laboratory.
- Samples above BSL-1 are not allowed. If you have any doubts, please consult with the personnel.
- Instruments are equipped with high-power lasers. Do not look directly into the laser beams.
- Sorter deflection plates are charged with high voltage while sorting. Do not touch the plates when the red light is on or the voltage ON sign is displayed.
- To avoid aerosols by keep covers closed all time while running samples. Most sorters have an aerosol management option that can be used if needed.
- Always return the instrument to its default state after use (e.g. change of filters).
- Clean the instrument and the work area after use.
- Discard unused samples into the appropriate waste containers. The unit is not responsible for the storage of samples left behind.
- Take copies of all your data (including fcs files). The unit is not responsible for storing or preserving your data. Files older than one month will be routinely deleted.

Collaboration

When LSRI head or personnel provides substantial intellectual input to the project, they should be included as authors according to established [guidelines](#) of the Finnish national board on research integrity. Basic services are available with same prices independently of the collaboration. Collaboration is agreed between the PI and head of the Flow cytometry unit.

Acknowledgments

The use of the research infrastructure should be mentioned in the acknowledgements section of publications, for example with the sentence:

“Flow cytometry analysis/sorting was performed at Biomedicum/Viikki Flow Cytometry unit, University of Helsinki, supported by HiLIFE and Biocenter Finland.”

Any damage caused to laboratory equipment due to negligent behaviour may be charged.

Inability to follow these guidelines may result in being banned from using the unit.