

Flow Core Usage - Social Distancing

- **Christian Young's Availability**

Please take note that I will be available to be at the LDI 3 night a week and during the weekend. There is also a possibility that I will be able to be at the LDI one full day a week. This will be confirmed at a later date. My time will be divided between the cell imaging core and the flow cytometry core facilities, but will devote more time to the latter. As of the second week of June, I will start by performing 2 cell sorting experiments a week and will adjust my schedule to accommodate you as best I can. If you desire to speak to me, please contact me and we can schedule a call or a virtual meeting. I will make myself available to troubleshoot your assay, please call me at the office or text me at home your urgent message (514-867-3620) and I will contact you as soon as possible. We could then start a remote assistance session on the LSR Fortessa, FACSCanto II or both LDI analysis PCs from my office or from home.

- **General Flow Core Rules**

1. 2 meter social distancing applies at all times.
2. You must wear a surgical mask.
3. You must wear a clean (recently washed) lab coat.
4. Only one person is allowed in room E-417.
5. Only one person is allowed in room E-417B (cell sorting room).
6. Hands must be washed before core usage.
7. Fresh gloves must be worn at the core.
8. Work area must be cleaned and disinfected before you leave.
9. Gloves must be discarded and hands washed before exiting.

- **Detailed rules**

The facility

- 2 meter social distancing applies at all times.
- Everyone must wear a surgical mask at the core facilities (as per the May 5th LDI return to work guidelines).
- All users must wear a clean (recently washed) lab coat.
- Only one person is allowed in room E-417, which houses the LSR Fortessa, FACSCanto II, Cell Drop Cell counter and analysis computers.
- Only one person is allowed in room E-417B (cell sorting room).
- Please exit if you are not actively running an experiment or analyzing data.

- Priority is given to people who have booked and are acquiring experiments using the LSR Fortessa or the FACSCanto II. Booked users can politely ask anyone who is analyzing data or counting cells to vacate the room. Please use good judgement and be flexible.
- Do not enter in the core manager's office. FlowJo dongles and keys need to be picked up from the lab.
- All communications with the core manager should be performed remotely by email, phone, video conference, etc.
- All instrument training are suspended until further notice. Please ask a trained user or hire the core to run your experiment.
- Technical assistance will be performed remotely for the LSR Fortessa, FACSCanto and the analysis computers. Please contact Christian at the office 514-340-8222 ext. 25172 (Lab&office)/ 22003 (office only) or at home at 514-867-3620.
- Plastic wrap cleaning bottles and 70% Ethanol are on the middle table.

Flow Cytometry Instrument/Room Booking

- **Booking flow cytometers:**
 - Book resource "E417 Fortessa&Canto" to use either the LSR Fortessa or the FACSCanto II. There is a 15min buffer between users so avoid physical contact between users.
 - Please book enough time so that you are not in a rush to finish your assay, perform data transfer, clean and decontaminate the instrument and work area.
 - Please do not book room E-417 other than for the use of the LSR Fortessa and the FACSCanto II.
- **Booking cell sorting assays:**
 - Cell sorting assays will resume on the second week of June. Only 2 Cell sorting assays will be scheduled per week in June. I understand that this is not much, I may increase the number of sorts if all goes well and my availability changes.
 - Booking will be on a first come, first serve basis. As usual, your booking will show as orange until it is approved. Your reservation turns to blue once it is approved confirmed. Reservations which are not approved will be deleted and I will contact you to find a solution. I would like you to evaluate the importance of your assay before booking.
 - As mentioned above, my availability for cell sorting will mostly take place after 18:30 from Monday to Friday and during the weekend.
 - My availability for the month of June will be released on Monday the 25th of May at 14:00
 - Subsequent weeks will be released one week at a time every Monday at 14:00. If your experiment requires longer than a month booking confirmation, please contact me.

- **Booking FlowJo dongle**

- Please contact the core manager if you need a dongle.
- Dongles need to be returned and decontaminated before it is given to another user.

Entry Procedure:

- Use E-417 door to enter (double door)
- Peak inside to make sure the room is free.
- Wash hands with soap (for 20 sec) and warm water; wipe dry.
- Put on FRESH pair of gloves (there are only medium gloves at the flow lab), bring your own if you need to.
- DO NOT touch your face or any personal items like phone, wallet, and keys... with gloves on. If you absolutely need to use your phone for a troubleshooting call for example, please make sure to disinfect it as well as all other surfaces that you have touched.
- Spray your gloved hands with 70% Ethanol.

Using the LSR Fortessa and FACSCanto II

- Notice that the instruments and vortex has been wrapped to facilitate decontamination
- Please wrap the keyboard and mouse with plastic wrap before each use.
- Operate as usual BUT be aware of what you are touching during your experiment. You might touch the power ON button, fridge, CST tube, Run/Standby/Prime/Lo/Med/Hi buttons, sample arm, sheath reservoir, waste reservoir, white table, monitors, PC power button, Keyboard/mouse/drawer, chair/arm rest...
- Perform Clean – Rinse – Water shutdown procedures as usual. Use fresh provided inverted tubes for this purpose and discard after use (except for the water tube which will remain on the SIT as usual)

Exit Procedure

- Spray your gloved hands with 70% Ethanol
- Get a piece of paper towel
- Remove keyboard and mouse plastic wrap and discard.
- Spray 70% Ethanol on SIT/sample arm, Sheath reservoir cap, white table, keyboard/mouse/drawer, chair and armrest; wipe to spread and let dry
- Get some fresh kimwipes, moisten with 70% Ethanol, and MAKE SURE IT'S NOT DRIPPING. Use these moist kimwipes to disinfect all other surfaces that you may have touched (fridge, CST tube, vortex, power ON button, Run/Stanby/Prime/Lo/Med/Hi buttons, waste reservoir, fluidics drawer, monitors, PC power button, Keyboard/mouse...)
- Spray your gloved hands with 70% Ethanol
- Throw your gloves away
- Wash hands with soap and warm water; wipe dry.
- You can now exit