

FACS Users - Instructions

Unit general explanation:

- 1. Instruments types:** Flow Cytometers – Sorters & Analyzers, Imaging Flow Cytometers (ImageStream), Flow Mass Cytometer (CyTOF). Some are available only for independent users (FUSION, ImageStream-New, Aria II, LSR II). For non-independent users the instruments are available on the unit staff hours only.
 - **Link to instruments and lasers:** http://www.weizmann.ac.il/LS_CoreFacilities/flow-cytometry/resources
 - **Link to the internal services:**
<https://prodis.weizmann.ac.il/ords306/isprod/f?p=133:260:10630087483430::NO:::>
- 2. Unit staff hours:** 08:30-16:30.
- 3. Contact details:** Email: facunit@weizmann.ac.il, Unit Phone: 2721, 050-510-97-16.

Unit's rules:

- Both users and PI's must fill in the SAFETY FORM on their first time and renew once a year in the INTERNAL SERVICES.
- You must notify the staff if you are over 15 minutes late for a session. If you do not inform us, the staff may give your time slot to another user if the need arises.
- If there is a malfunction during your session, the time it takes to correct it is at your session's expense. When the next user arrives, you will need to leave the instrument. If you need additional time, it is your responsibility to call the next user before his scheduled time slot and request an extension. You must update us if it is approved.
- If you are using a sorter between 15: 30-16: 30 you must end the session at 16:15.
- You can cancel a session free of charge up to 56 hours in advance. If you wish to cancel in less than 56 hours, clicking on the session will turn it to [wish to cancel](#) (blue in the internal services). Your PI will still be charged, unless someone else occupies this session instead.
- You can enter a waiting list for a particular instrument and time. If the session is canceled, you will automatically occupy this session and you will receive an

informing email. If the session you are waiting for is canceled less than 56 hours on the WISH TO CANCEL mode, you will be automatically notified by an email about your slot availability, but you will need to call us and confirm that you are interested in the session.

- It is your responsibility to export the data you have collected to the BIOIMAGE system or any other storage systems. The BIOIMAGE system is updated every two hours. You have one month to export the files, after which the files are automatically deleted. You can also send yourself the DATA via Email or online cloud applications (Box, Google Drive, Dropbox etc.). **Using any USB devices is strictly forbidden.**
- During unit working hours each research group can order on the cell analyzers 3 hours from 08:30-16:30 and 3 hours from 16:30. For cell sorters each research group can order up to 2 sessions per week per instrument from 08:30- 16:30 and unlimited afterwards.
- If you need a sterile session, you should contact the unit up to 48 hours before your session to find out what you need to prepare for it.
- If you need HELP from the FACS staff – you should mark the “help” box before making a reservation in the internal services, BUT - you are required to call the unit and coordinate HELP at least 24 hours before. If you want to cancel a session with HELP, you must also notify the unit as soon as possible.
- You can only receive HELP between 09: 30-12: 30 and 13: 30-16: 15.
- On Tuesdays, you can only receive HELP between 13: 30-16: 15.
- You can receive HELP up to 5 times. If you are interested in more we should consider defining the work as a project. In that case one of the staff members will be assigned to work with you and will be involved in the research. That person will be eligible to receive scientific credit on a publication related to this research. In general, any scientific contribution to the design, performance and/or analysis by unit staff is entitled to appropriate credit in publications.
- After unit’ staff working hours, starting at 16:30 pm - all instruments can be booked by the hour and are unlimited.
- On week days from 20:30 and on weekends and holidays - all instruments are free of charge.

- It is possible to train for independent work in the evening and at the weekend, and for the independent usage instruments. The training must be coordinated with the unit's staff.
- Each independent user that works beyond or after unit's staff working hours must turn off the instrument he was working on by himself - unless the next user has confirmed his arrival.
- Independent users who work after unit's staff working hours must confirm their arrival by checking a V on the board hanging outside the unit door.
- The Benozio building has an LSR II analyzer and ARIA II sorter available only to independent users, who have undergone additional training and received special permission to work there.