



## Biotech Customer SOP – Research Reboot

- No customers are allowed into the Biotech Building at this time.
  - River is not available for use.
- You must have **completed the Updated 5-minute EH&S [training](#)** in Canvas.

### SORTING

- Send us the required and completed [UWFlow Cell Sorting Sample Form](#) via email before your sort!
- Samples, collection tubes w/ liquid, and a tube of extra buffer must arrive in both secondary and tertiary containment.
  - Secondary containment should be either a **plastic zip top bag**, or a small reusable Tupperware-type container. We will transfer bagged sample to ice in the lab if necessary.
    - Flow Lab Staff need to be able to spray off your secondary containment and put that into the hood without opening anything on the benchtop. Having tubes in plastic bags makes this transition easy since there is not enough room in the hood for the tertiary containment (Styrofoam cooler).
    - If your tubes are not in a plastic bag, the spray will dissolve your Sharpie labels. No fun!!
  - Tertiary containment must be something non-permeable (i.e. no cardboard).
- Come to the set of doors to Biotech off of Henry Mall. Call 265-5547 to reach the Flow Staff at Biotech and they will meet you outside. Please wear a cloth or procedure mask during drop off.
  - Set your tertiary containment on the cart.
  - Remove the lid and step at least 6ft away from your samples.
  - Flow Staff will remove secondary containment from tertiary containment, and bring samples to the lab.
  - Flow Staff will spray down secondary containment and place in BioBubble BEFORE opening secondary containment to remove tubes.
  - Flow Staff will set up sort, enter all tube info and contact you with any questions and to share gating strategy.
    - If this type of sort has been done before, include the date the previous experiment was done in the appropriate field of the sort reservation form so the Flow Staff can use this as a template for the gating strategy.
  - When finished, Flow Staff will put sorted samples and any leftover starting material into secondary containment.
  - Flow Staff will spray down secondary containment in the BioBubble and call you to pick up your samples.
  - Call 265-5547 again when you arrive and Flow Staff will bring your samples to you outside.