



## WIMR Customer SOP – Research Reboot

- You must have **completed the Updated 5-minute EH&S training** in Canvas.
- The Flow Lab is locked at all times. Please request access well in advance of your appointment date by emailing [uwflow@uwcarbone.wisc.edu](mailto:uwflow@uwcarbone.wisc.edu).

### Protocol for Entering Flow Lab – **Analyzer Customers:**

- You must follow posted signage on the Flow Lab door before entering.
- One person per instrument; please do not bring colleagues along to your appointment. Contact Flow Lab staff in advance to arrange virtual collaborations if needed.
- Put lab coat, gloves, and cloth or procedure mask on before entering the Flow Lab.
- Keep lab coat, gloves, and mask on at all times while in the Flow Lab.
- Clean the instrument/desk/keyboard/mouse before and after each use.
  - Spray with 70% Ethanol. Let sit 1 minute – no less. Wipe down.
- Filter all samples when you get to the Flow Lab, prior to running on any analyzer. Flow Lab Staff is not readily available to help you unclog the instrument. Filters are available next to the MACSQuant.
- If you have questions, please contact [uwflow@uwcarbone.wisc.edu](mailto:uwflow@uwcarbone.wisc.edu) instead of looking for a staff member on site.
- Before leaving the lab, remove all PPE and dispose of it accordingly.
  - Disposable items go in the biohazard trash, NOT the regular trash.
  - Cloth lab coats (if borrowed from the Flow Lab) go in the clear plastic bag near the door.

### Protocol for Customers Who Want to **Sort** (\*\*See additional info on page 2)

- Samples 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).
  - You will spray down tertiary containment and leave it on the Sort Desk in the hall along with your typed, printed form listing all tube names, fluors, markers, instructions, etc.
  - You will leave the hallway and call the Flow Lab at 263-0313 to tell them the samples are on the Sort Desk in the hall.
  - Flow Staff will remove secondary containment from tertiary containment in the hall, spray down secondary containment, and bring samples into the lab.
  - 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 BSC and return samples in secondary containment to the desk in the hall.
- Flow Staff will call to tell you your samples are ready to be picked up.
- \*\*\*An exception can be made if this is your first sort or it is a new sort that has not been run before, and you need to be more heavily involved in setting gates.
  - You will drop off samples as above.
  - When it is time to set gates, Flow Staff will call you to enter the Flow Lab.
  - You will enter the lab following all Analyzer PPE instructions posted on the door to the Flow Lab and the PPE Desk in the hall.
  - You must stay at least 6ft away from Flow Staff and other customers at all times.
  - You will leave once the gates are set, NO EXCEPTIONS.
  - Flow Staff will communicate with you as above, and contact you when samples are ready to pick up.