Flow Cytometry
Sort Request Form

To be filled out by facility operator:
Sorting date: _____
Time: _____
Instrument: _____

Date of Request: _____ Grant or PO # for billing: _____

1. Researcher name: _____ Phone: _____
2. Principle Investigator name: _____ Company: _____

3. Type of service required: Data acquisition only; Non-sterile sort; Aseptic sort
4. Institute Biosafety Committee (IBC) protocol number _____, date of approval _____, Biosafety Level (BSL)_____. Please be sure to complete questions 22-26.

5. **Fluorochromes:**

FITC, Alexa488, GFP	PE	APC, Alexa647	PacBlue, BV421	Hoechst
PerCP	PE-Cy5	Alexa700	AmCyan, BV510	DAPI
7-AAD	PE-Cy7	APC-Cy7, APC-H7	Dye Cycle Violet	BUV395

Other (please specify): _____

6. Have the cells been evaluated on the Aria sorters before? No; Yes: Aria I or Aria II (circle all applicable)
7. Number of samples to be analyzed/sorted: _____
8. How many cells to record for analysis files: _____
9. Estimated total number of cells you are bringing to sort - per sample: _____
10. Number of populations to sort per sample: 1; 2; 3; 4
11. Estimated starting frequency of the populations of interest: _____; _____; _____; _____;
12. Minimum number of cells to be recovered (for each population): _____; _____; _____; _____;
13. Collection criteria:
    Temperature for sample to be sorted: 4°C; room temp; 37°C.
    Temperature for the sorted sample: 4°C; room temp; 37°C.
14. Collection container: 15-ml Tube; 5-ml Tube Slide; Plate (wells/plate): 6; 12; 24; 48; 96
15. Relative Cell Size: <10 µm; 10-20 µm; >20 µm.
16. Sample Type: Primary cells; Cell line. Cell type (describe): _____
17. Cell origin: Human; Mouse; Rat; Other (please specify): _____
18. Will the samples be fixed prior to submission to flow cytometry core laboratory? Yes; No.
    If yes, describe the fixation method i.e. formaldehyde etc.: _____
19. Are the cells an adherent line: Yes; No.
20. Were the cells treated with Trypsin? Yes; No. If yes, trypsin is inactivated with: _____
21. Was the sample treated with DNase? Yes; No.
22. List any infectious agents present in sample (bacterial, fungal, viral, parasitic)_____.
23. List any human blood/body tissues and fluids that are present in sample _____.
24. Were the cells transformed using a virus such as EBV, HTLV-1, herpes saimirii, or other virus?
    Yes; No; If yes, please specify: _____
25. Were cells genetically engineered? Yes; No;
    If yes was a virus (adenovirus, retrovirus, lentivirus, herpes virus, etc.) used to transfer genetic information to the cells? If yes, describe method in detail, attach vector map and show packaging of cell line.
26. Have the cells been transfected or infected with a virus, nucleic acid or virus vector or other pathogens?
    Yes; No; If yes, please specify: _____

Instructions and Requirements

Remember: regular sorter speed is at most 5-10 x10^6 cells / hour. Use this number to estimate the duration of the sort. Large sample sorts can be accommodated by prearrangement with the operators.

- **PLEASE NOTE:** Going forward, appointments cancelled more than 1 week in advance will not be charged for reserved time. Appointments cancelled within 7-3 days will be charged for 50% of the reserved time. Appointments cancelled within 48 hours of the scheduled time will be charged 80% of the reserved time. "No shows" will be charged for 80% of the reserved time and the 1 hour set up fee.

- Please fill out form completely and submit ahead of the appointment – samples will not be run by Sorter Operators if form is incomplete, although if you have questions we are happy to help.

- Please ensure the proper PPE as specified by the Institute Biosafety Committee (IBC) in the approved protocol is worn when bringing the sample and when using the sorter equipment.

- Samples containing infectious agents or BSL2+ viral vectors can only be accepted after prior discussion with the Sorter Operators and facility directors.

- To prevent clumps in your sample due to release of DNA, it is recommended to add 10 U/ml DNase. DNAse I or II requires a concentration of at least 1 mM magnesium to work effectively, although 5 mM is optimal. It is important to minimize the presence of dead cells during this procedure, since actin released from dead cells irreversibly inhibits DNAse I.

- It can also help to use 1 mM EDTA-containing cell suspension buffer for clumping that is not caused by DNA from cell lysis.

- **Radioactively** labeled samples are prohibited from the Flow Cytometry Facility.