

require use, communicate that clearly with the previous user or attend to complete the shutdown only.

- < Save your data using a relevant naming procedure so that anyone at any time can understand what the experiment was for. This is best performed by appropriately naming your experiment in DIVA as you start.
- < Data is stored on the equipment computer during acquisition. At the end of your booking, immediately transfer this data to a networked drive to a location that your PI has advised.
- < Data on the hard disk will be removed during regular database maintenance without notification, ensure you have exported your data on the day of use.
- < Internet browsing and the use of USB sticks or external hard drives for data transfer on the instrument workstations is not allowed to reduce the risk of virus infections.
- < Users are responsible to pay the agreed fees for all services. If payment is outstanding for more than 45 days, the user account will be suspended until payment is received in full.
- < Users must inform the RVC Flow Cytometry Core Facility in writing to hharris@rvc.ac.uk two months before any grant code is due to expire and provide a new valid funding source.
- < Users must notify the RVC Flow Cytometry Core Facility if their lab affiliation changes. This ensures correct invoicing.

Nikon Ti2 Inverted Fluorescence Microscope

- < To gain access to the self-service Nikon microscope in the RVC Flow Cytometry Core Facility
 1. Complete an [application](#) and forward it to hharris@rvc.ac.uk
 2. Complete training to competent standard - minimum one assisted training session and one solo attempt.
 3. Once training is completed, you will gain access the Outlook Microscope Booking Calendar.
- < For any technical support required during your slot, please email hharris@rvc.ac.uk.
- < Availability is scheduled on a first-booked-first-served basis
- < Self-service instruments are available during normal working hours i.e 08:00 to 18:00, unless they have been booked for servicing and repairs. Users found to gain access out of normal
suspended until this normal

Standard Maintenance Rules for All Flow Cytometry Users

- < FACS tubes containing cleaning fluids must be at the beginning and end of each experiment, users **must** record this information in the appropriate FACS logbook associated with each equipment.
- < If users do not follow cleaning procedures regularly they may have their access rights suspended for a period of time. The core reserves the right to charge £50 for cleaning an instrument if it is found dirty for the next person.
- < During regular business hours (Monday to Friday 09:00 to 17:00) users must check for any other bookings and if other users are booked after you set instruments on standby after your recorded cleaning steps, leaving the waste connected. Make a note in the appropriate logbook shutdown comments that the machine is on standby. Otherwise complete the shutdown fully.
- < Users that fail to shut down the instruments when they are the last user will be billed the hourly rate of the equipment between their log-off until 09:00 on the following workday. Their PI will be notified.
- < Do not allow FACS tubes to