

## **Scheduling sorts can not be done via Internet.**

To book your sorting experiment, please call (203) 737-2891 for MoFlo, (203) 785-2851 for FACSVantage SE, (203)785-2541 for FACSaria or stop by at Room S617. Each sorter has an appointment book nearby the machine. Before writing your name in the sorting schedule book, you must fill out the Cell Sorter Experimental Information Form and have a brief discussion with cell sorter operators about your experimental design (e.g. the fluorochromes being used, diagrams of the cell populations, amount of sorted material expected, and sorting regions desired).

If you do not, your appointment may be canceled without notice.

This is required to optimize the usage and set-up of the cell sorters.

Booked experiment will be displayed under user's name at Schedulebook.com, but users are not allowed to cancel online.

In case of delay or cancellation, notify cell sorter facility personnel as soon as possible by phone or e-mail: [thomas.taylor@yale.edu](mailto:thomas.taylor@yale.edu), [gouzel.tokmoulina@yale.edu](mailto:gouzel.tokmoulina@yale.edu), [geoffrey.lyon@yale.edu](mailto:geoffrey.lyon@yale.edu). Users are not allowed to erase their names from the book without notifying the operators.

Users who cancel their sort less than 24 hours prior to the scheduled time will be charged for their entire scheduled sort time (as before). Users who cancel their sort time less than one week before their scheduled time but more than 24 hours in advance will be charged a flat \$50 cancellation fee. This new fee will hopefully deter users or labs who sign-up for large blocks for time to ensure availability, only to cancel their time at the last minute. In order to assure more equitable access, we are implementing the following until further notice:

- 1) Max time per sort: 5hr.
- 2) Only one 5hr slot per week.
- 3) Max of 12 hr total signed up in advance per week.

If your Monday sort is going to be cancelled, and you didn't know until the weekend, the best way to notify us is to leave a note on the Cell Sorter Room door, TAC S 617.

Individuals who cancel sorts with < 24 hrs notice on two occasions will not be able to reserve or use the machine for two months and if they repeat after this, they will lose the ability to reserve or use the sorters.

Anyone can fill cancellations at any time without these restrictions being in effect.

If the above prevent you from doing an experiment and you need an exception, contact Mark Shlomchik at [Mark.Shlomchik@yale.edu](mailto:Mark.Shlomchik@yale.edu)

