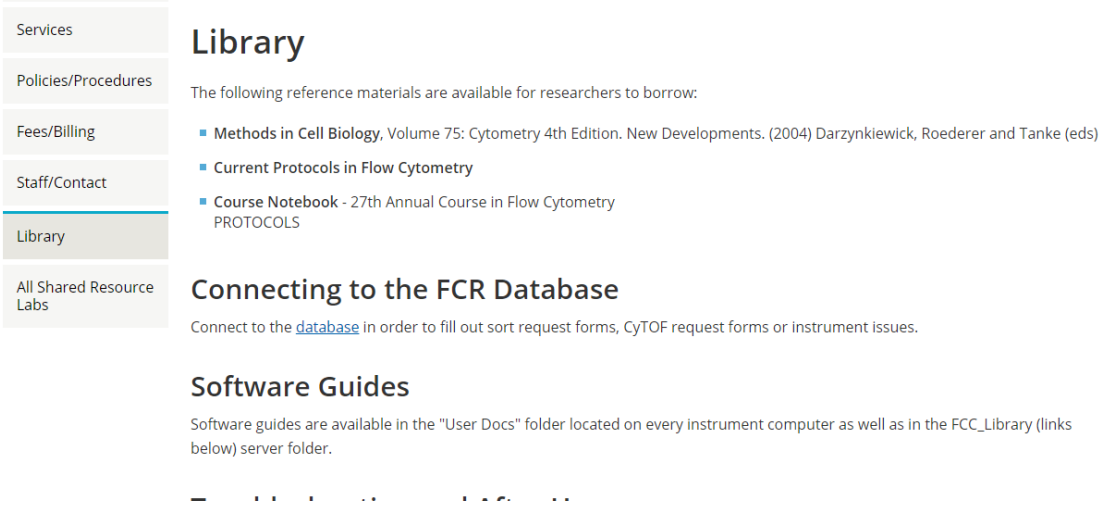
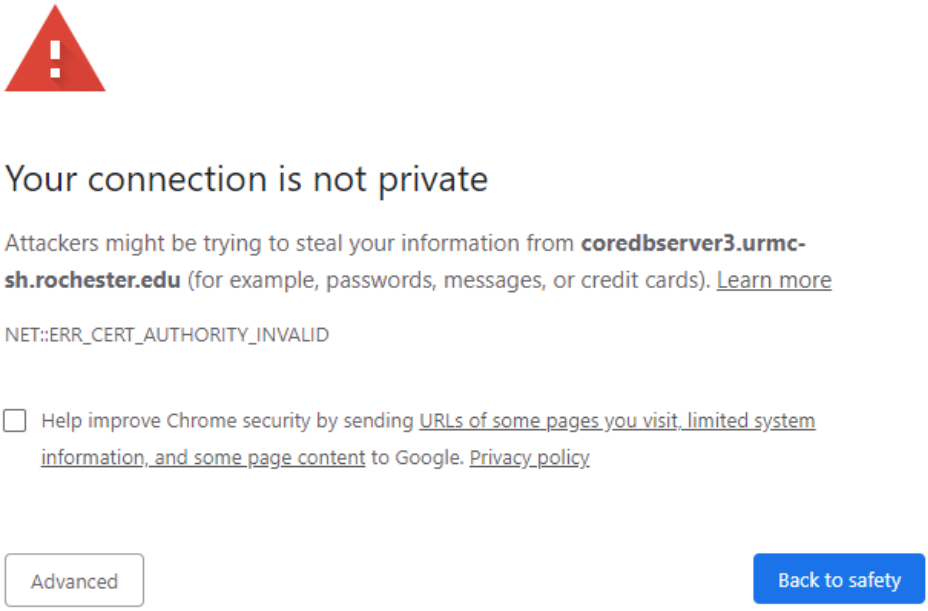
FAQ: How to fill out a sort request form

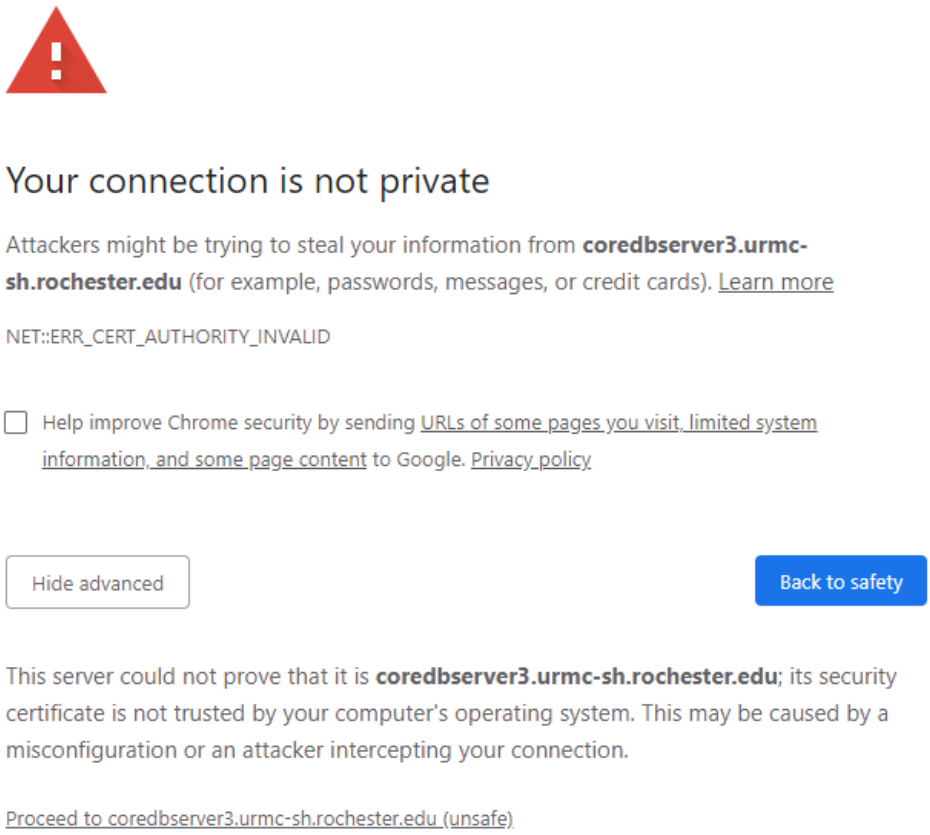
Once you sign up for your sort time, you will need to fill out a sort form. This form will be sent to FCR staff for review and approval. Please submit your sort form well ahead of your sort time. *If you do not submit a form, your sort may be delayed or denied*

The sort form can be accessed from the FCR website --> Library --> database

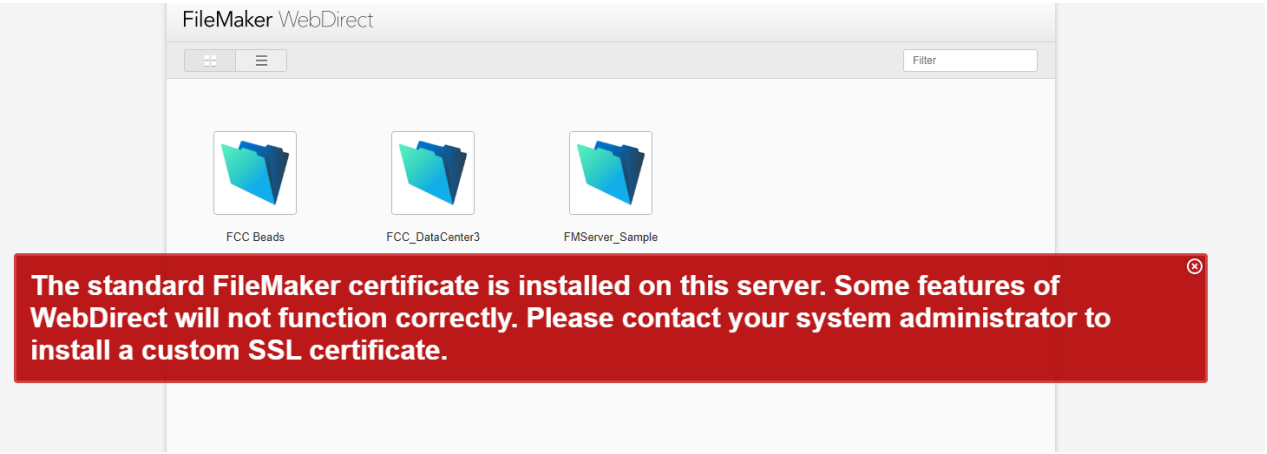


Or by clicking the link here
a privacy error might appear, that is normal. Click "Advanced" and then click the link at the bottom of the page

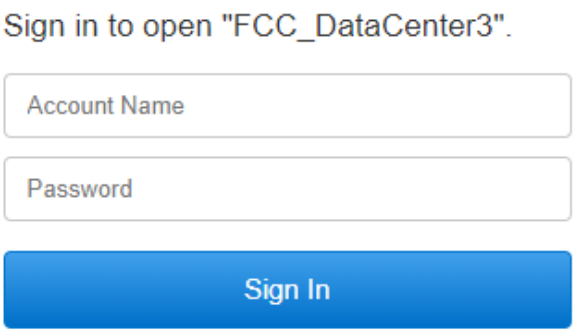




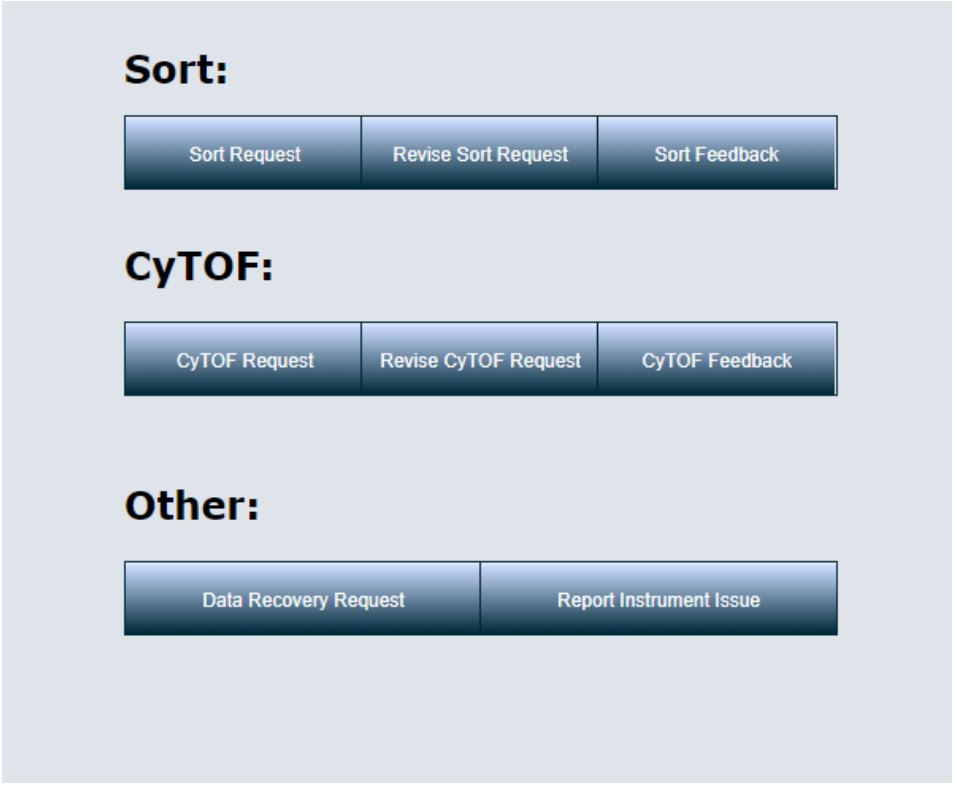
Clear the red error box and click the FCC_DataCenter3 folder in the middle



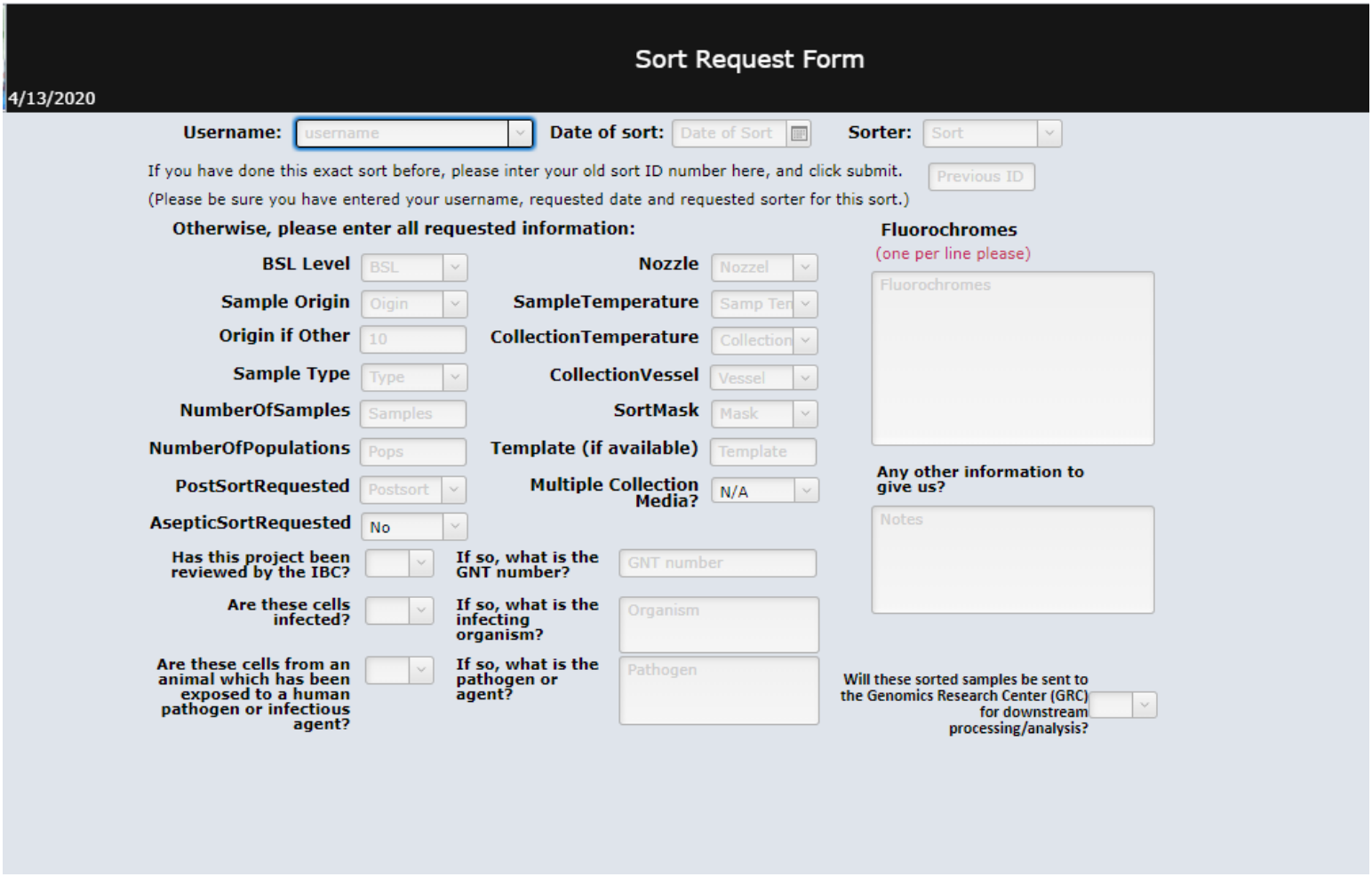
****Username and password are both fcuser, all lowercase, no space****



Once logged on, click the “Sort Request” box under the “Sort” heading



This is the Sort Request Form:



-Start by selecting your username from the pulldown menu at the top, select the date of your sort and the machine you signed up for.

-If you are repeating a sort previously performed (on the same machine) you can enter the previous sort ID and the rest of the form will automatically populate. Alternately, if you know the date of the previous sort, you can enter that information in the box on the lower right-hand side

Use the pull-down menu to fill out each field. Please do not guess or leave any field blank. Contact the FCR staff with any questions

BSL Level: Most mouse and nonhuman work is BLS1 unless cells have been infected or transfected. All work with human cells is considered BSL2 and you will need a GNT number. GNT numbers are in the format of PI-year-number (ex. Bushnell-16-049) Your PI should know the GNT number you need to submit if you are not sure. It is important to submit your sort form well ahead of time for BSL 2 sorts as the FCR may need to verify your GNT number or other information about your sort with the IBC. The FCR will refuse to conduct a sort if the information cannot be verified before the scheduled start of the sort.

Number of samples: How many sample tubes do you have? (Include any experimental controls, but not compensation controls.)

Number of populations: How many populations will you be sorting? Please note that if you are collecting into 15mL tubes you can only collect two populations at once. You can collect 4 if you are using 5mL or 1.5mL tubes.

Post-sort: We will put your collection tube on the sorter and record a set number of events to review the quality of your sort. This is only done upon request.

Aseptic Sort: We cannot guarantee complete sterility, but we treat each sort as aseptically as possible. If you require an aseptic sort, such as for tissue culture, select "yes" and we will perform extra cleaning before your sort begins.

Nozzle size: The 85um is the standard nozzle. More information on selecting the appropriate nozzle can be found on the FCR sorting page.

Sample temperature: What temperature do you want your samples at as they are acquired?

Collection temperature: What temperature do you want your sorted cells collected at? The sort blockscan only cool so the options are ambient or 4 degrees C.

Collection vessel: What type of tube are you collecting your sorted cells into? We can also accommodate various plate sizes. If the vessel or plate size you require is not shown, type it into the "notes" box and contact the FCR staff to test your vessel on the sorter to make sure your it can fit onto the machine and be sorted into. Most tubes and plates work fine, but it is best to test if you are unsure.

Sort mask: Purity is the most common. Some cells of interest may be sacrificed to maintain purity. Yield will sacrifice purity in order to increase the number of cells of interest sorted. 4-way purity is the most stringent sort mask and sorts less volume than yield or purity. Single-cell is available for sorting into wells or slides. More information can be found on the FCR website sort page.

Template: If you have a template already created in the software for the machine you are using, type in the filename here. This will allow the operator to recreate the sort strategy and plots previously used.. NOTE: templates cannot be transferred between machines. You need a template for each

Multiple Collection Media: If you are using different collection media between your collections tubes, select yes and write in your media types in the "Notes" box.

Fluorochromes: Please list one per line (no commas) which fluorochromes, fluorescent proteins, or live/dead dyes you are using.

If sorted cells are being sent to the Genomics Research Center (GRC) for downstream analysis, please select "yes" and contact the GRC for their additional submission form.