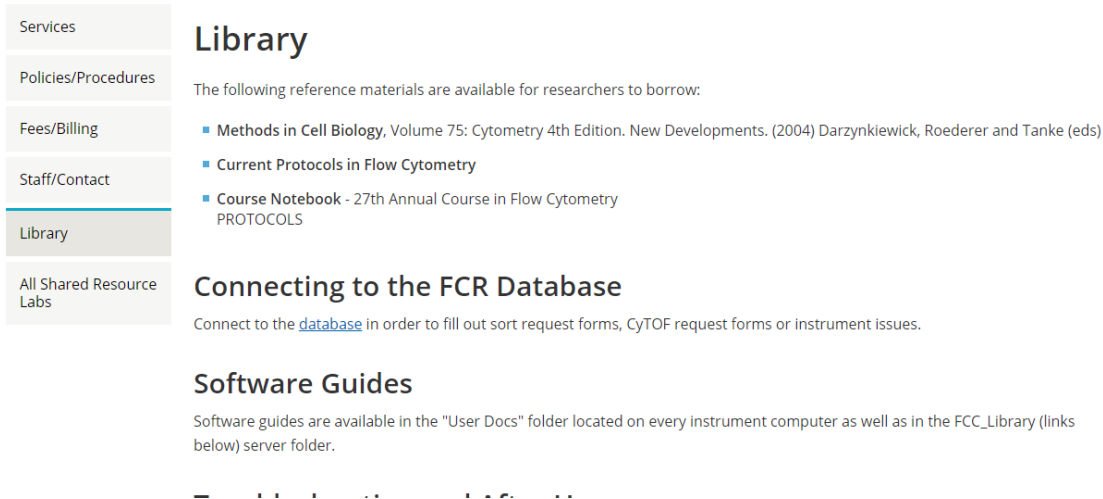## FAQ: How to fill out a sort request form

Once you sign up for your sort time, you will need to fill out a sort request form. This form will be sent to FCR staff for review and approval. Sort Request Forms need to be filled out at least 48 hours in advance of your scheduled sort. ***If your Sort Request Form is not received 48 hours before your scheduled sort time, your sort time may be cancelled.***

You can only access the form while connected to the URMC network. The sort form link can be found on 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

Your connection is not private

Attackers might be trying to steal your information from **coredbserver3.urmc-sh.rochester.edu** (for example, passwords, messages, or credit cards). Learn more

NET::ERR_CERT_AUTHORITY_INVALID

☐ Help improve Chrome security by sending URLs of some pages you visit, limited system information, and some page content to Google. Privacy policy

Advanced   Back to safety

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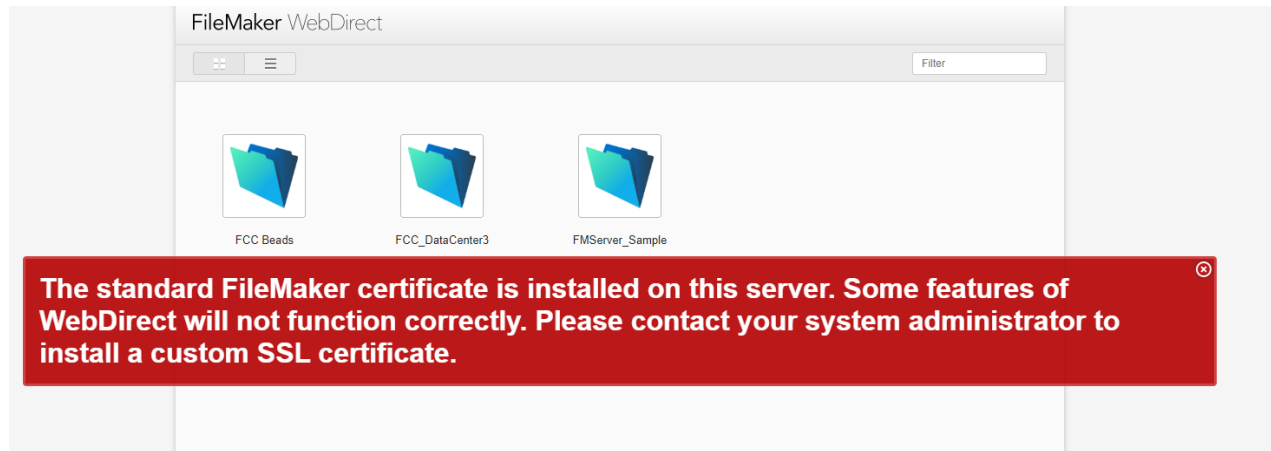
Hide advanced   Back to safety

This server could not prove that it is **coredbserver3.urmc-sh.rochester.edu**; its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

Proceed to coredbserver3.urmc-sh.rochester.edu (unsafe)

Clear the red error box and click the FCC_DataCenter3 folder.

FileMaker WebDirect

| | | | Filter |

FCC Beads   FCC_DataCenter3   FMServer_Sample

The standard FileMaker certificate is installed on this server. Some features of WebDirect will not function correctly. Please contact your system administrator to install a custom SSL certificate.

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

Sign in to open "FCC_DataCenter3".

Account Name

Password

Sign In

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
   Note - If you are using a previous sort ID to populate your new sort form, please review the form to make sure that all fields have been carried over to the new request and that all fields are accurate.

Use the pull-down menu to fill out each field. Find a brief description of each of the fields below. **Please do not guess or leave any field blank. Contact the FCR staff with any questions**

- **EDITING SORT REQUEST FORM** – if you find you need to make adjustments to your sort request form you can do this by choosing "Revise Sort Request" instead of "Sort Request" once you are logged onto the database. Then you will just need to enter the sort ID of the request you need to modify and click submit to view it. You can then make any needed adjustments and then click Submit to save the changes. **Please edit your sort request form as opposed to making a new one if it is for the same sort as having more than one sort ID for a sort causes confusion.**

FIELD DESCRIPTIONS:
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 at least 48 hours ahead of time 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 collected cells back on the sorter and record a set number of events to review your sort. This is an important check for the quality of the sort but is not mandatory.

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 blocks can 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 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.