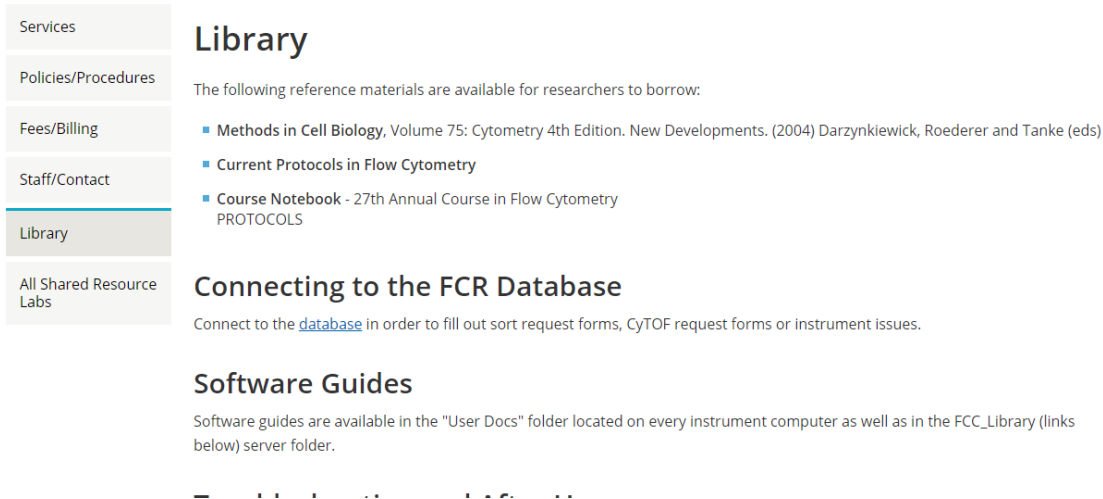


FAQ: How to fill out a sort request form

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 URM network. The sort form link can be found on the [FCR website](#) --> Library --> database



The screenshot shows a website navigation menu on the left with the following items: Services, Policies/Procedures, Fees/Billing, Staff/Contact, Library (highlighted), and All Shared Resource Labs. The main content area is titled "Library" and contains the following text: "The following reference materials are available for researchers to borrow:" followed by a bulleted list: "Methods in Cell Biology, Volume 75: Cytometry 4th Edition. New Developments. (2004) Darzynkiewicz, Roederer and Tanke (eds)", "Current Protocols in Flow Cytometry", and "Course Notebook - 27th Annual Course in Flow Cytometry PROTOCOLS". Below this is a section titled "Connecting to the FCR Database" with the text: "Connect to the [database](#) in order to fill out sort request forms, CyTOF request forms or instrument issues." The final section is "Software Guides" with the text: "Software guides are available in the 'User Docs' folder located on every instrument computer as well as in the FCC_Library (links below) server folder."

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



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](#)

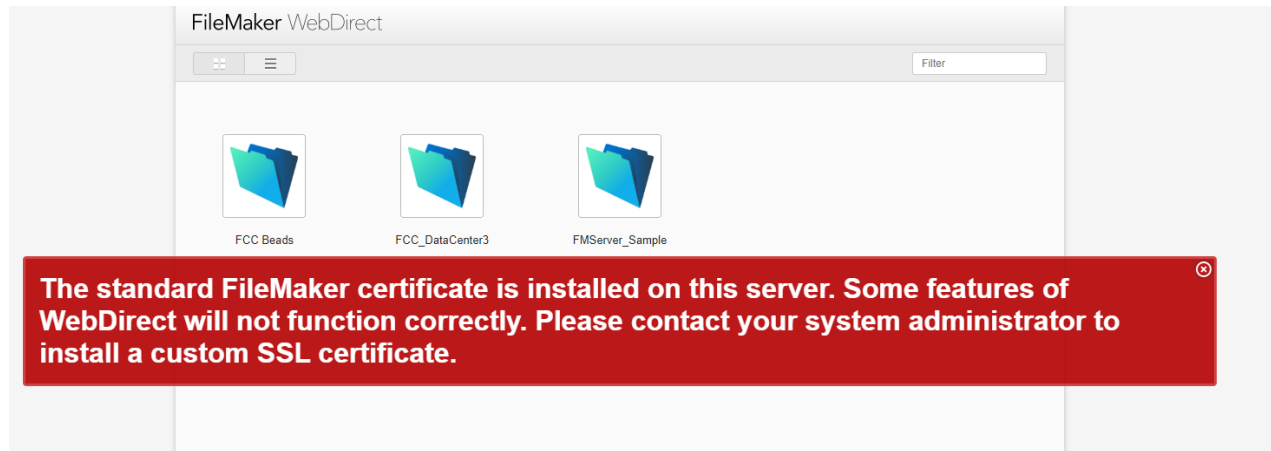
Hide advanced

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.



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

Sign in to open "FCC_DataCenter3".

Once logged on, click the "Sort Request" box under the "Sort" heading

Sort:

CyTOF:

Other:

This is the Sort Request Form:

Sort Request Form

4/13/2020

Username: Date of sort: Sorter:

If you have done this exact sort before, please enter your old sort ID number here, and click submit.

(Please be sure you have entered your username, requested date and requested sorter for this sort.)

Otherwise, please enter all requested information:

BSL Level <input type="text" value="BSL"/>	Nozzle <input type="text" value="Nozzel"/>
Sample Origin <input type="text" value="Oigin"/>	SampleTemperature <input type="text" value="Samp Ter"/>
Origin if Other <input type="text" value="10"/>	CollectionTemperature <input type="text" value="Collection"/>
Sample Type <input type="text" value="Type"/>	CollectionVessel <input type="text" value="Vessel"/>
NumberOfSamples <input type="text" value="Samples"/>	SortMask <input type="text" value="Mask"/>
NumberOfPopulations <input type="text" value="Pops"/>	Template (if available) <input type="text" value="Template"/>
PostSortRequested <input type="text" value="Postsort"/>	Multiple Collection Media? <input type="text" value="N/A"/>
AsepticSortRequested <input type="text" value="No"/>	

Has this project been reviewed by the IBC?

Are these cells infected?

Are these cells from an animal which has been exposed to a human pathogen or infectious agent?

If so, what is the GNT number?

If so, what is the infecting organism?

If so, what is the pathogen or agent?

Fluorochromes
(one per line please)

Any other information to give us?

Will these sorted samples be sent to the Genomics Research Center (GRC) for downstream processing/analysis?

-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.