

**Standard Operating Procedure – Cytoflex:
Startup, Cleaning, and Shutdown**

START-UP – Only if you are the **first user** of the day and the facility staff have not started the instrument.

Only core staff members will run the QC Beads.

1. Turn on the Cytoflex, login to PPMS, and open CytExpert Software.
2. Fill Sheath Fluid (only use Cytoflex Sheath Fluid – **NO PBS OR ISOTON!!!!**).
3. Empty Waste Container and add 20mL of Bleach.
4. Select Cytometer Menu -> System Startup Program (8 minutes).

BEFORE EACH RUN – ALL USERS

1. **Fill sheath and empty the waste tank if necessary.**
2. Click Initialize.

CLEANING AFTER EACH RUN – ALL USERS

1. Select Cytometer Menu -> Daily Clean (12 minutes).
2. Put Coulter Clenz into wells A1 to A3 and dH₂O into wells B1-B5 of the Cleaning Plate.
3. Press Load and then Start.
4. When completed, empty remaining liquid out of the plate for re-use and click **Standby.**
5. **Fill Sheath Tank and Empty Waste Tank down the sink with running water.**
6. Put 20mL of Bleach into the Waste Tank.
7. Export your Data and upload to your Emory Box account.
8. Clean up any spills, throw away any garbage and take your belongings with you.
9. Check the instrument schedule to determine if you are the last user of the day. If so, continue with shutdown procedure.

SHUTDOWN OF THE CYTOFLEX – LAST USER OF THE DAY

There is no need to shut down between different users. Please check the online bookings schedule to confirm you are the last user of the day.

1. Follow the Instructions for **CLEANING AFTER EACH RUN.**
2. Turn off the Cytoflex.
3. **Make sure you FILL the Sheath Tank and EMPTY the Waste Tank.**

INSTRUMENT ISSUES

If there are any issues with the instrument, please follow the Troubleshooting Guide, if this this does not rectify the issue please file an **INCIDENT REPORT** of **Low** or **Medium** Severity, this ensure all members of the core staff receive a high priority email and can deal with it as soon as possible.

DATA THAT IS OLDER THAN 1 MONTH WILL BE DELETED!

*****NEW: Deviations from SOP (INCLUDING FAILURE TO CLEAN) that result in instrument downtime or inhibit the next user from typical use will incur extra charges! ***** Please see current billing policy for details.