



Flow Cytometry Shared Resource (FCSR) | SOPs and Policies

→ Access & Prioritization

The Flow Cytometry Shared Resource (FCSR) services researchers at the University of Colorado Anschutz Medical Campus (UC-AMC), members of the UCCC, as well as researchers at outside academic institutions and for-profit companies. The FCSR is centrally located among the research towers of UC-AMC, on the 4th floor of Research Complex 1 South tower. The FCSR is staffed Monday through Friday, 8a-5p. Trained researchers are given 24 hour/7 day access to run instruments for which they have been approved to self-run. Researchers sign-up for equipment and staff assistance (if needed) on a first-come-first-serve basis using iLab. In the event of equipment going off-line, projects are processed in the order in which they were scheduled. In rare situations, samples that require immediate processing (i.e. that cannot be fixed and stored for later analysis) may receive prioritization. If instrument availability is limited, UCCC members receive scheduling priority, with those holding peer-reviewed funding, those under deadline for submission of peer-reviewed grants and mentored members receiving priority access.

→ Processes for Establishing User Fee

The FCSR works closely with the Cancer Center Finance department to produce annual top-down cost studies. User fees and pricing are adjusted at least once a year at the beginning of the University fiscal year. University Service Center Policy contains guidelines that user fees should be designed to recover neither more nor less than the aggregate cost of providing the goods or services (i.e. budget neutral). Cost estimates are formulated to recover operating costs, which would include, but not be limited to: salaries and wages; employee benefits; cost of materials and supplies; travel; depreciation; allowable interest; and a share of institutional administrative expenses and facilities expenses. As the FCSR is a UCCC operated shared resource, chargebacks for UCCC members are offset by a subsidy for many FCSR services.

<https://www.cuanschutz.edu/offices/finance-office/services-resources/services/service-centers>



→ Operational SOPs

Billing: The FCSR bills its users based on hours and fees logged in iLab. Invoices are sent and payments are processed weekly.

Equipment/Maintenance: Instruments used in the FCSR go through daily quality control checks prior to use by staff. Manufacturer's recommended maintenance schedules are followed to ensure proper operation and longevity of the lives of these instruments. Any unforeseen repairs that are needed are done in a timely fashion, with instruments taken offline if the integrity of the data produced is in question, until they are brought back to specifications. Biosafety cabinets are certified annually.

Inventory: Laboratory and instrument consumable inventory is performed regularly, and levels are restocked and maintained as needed. The FCSR uses a web-based inventory/ordering system to monitor the status of the CyTOF antibody bank and levels are maintained in order to fulfill orders as they come in.

→ Data Retention

Data and data visualization files generated by the FCSR are stored in multiple locations with an anticipated minimal retention of seven years. Our data retention strategy uses multiple levels of storage.

- 1) Data are stored on the local computers on which it was generated. These data remain in the local storage until computer capacity is full. When data need to be purged to make room for new data, oldest data files are deleted first.
- 2) Data are backed-up on external hard drives connected to the local computer on which it was generated. This occurs once a day. When the storage capacity of any external hard drive is met, a new hard drive replaces the full hard drive and daily back-up resumes. Automated backup of data is supported by scripts written by the School of Medicine Information Technology Shared Services (SOMITSS). Full hard drives are stored and kept for as long as the hardware is still good.
- 3) Data are backed-up on network servers maintained by the SOMITSS. This occurs once a day. These servers have a built-in back-up system to prevent data loss.
- 4) Visualized Data (typically in PDF format) are backed-up on network servers maintained by the SOMITSS. This occurs once a day. These servers have a built-in back-up system to prevent data loss.

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