

Standard Operating Procedures (v5 5/1/17)

Safe Working Practices for Flow Cytometry on the Stratedigm

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I. General Facility Information

The OUHSC Image and Flow Cytometry Laboratory is located on the 3rd floor Room 1317 of the Biomedical Research Center with the main office located on the 1st floor, Room 1106. Regular business hours are between 9:00 AM to 5:00 PM Monday through Friday, but after-hours card access to facilities may be granted for experienced users upon request. Facility doors are locked from 5:00 PM through 8:00 AM. The laboratory is approved at Biosafety Level 2 (BSL-2) with restriction regarding anything higher than BSL-2. Staining procedures, which do not require washing steps (i.e. live/dead stain), may be completed at the flow facility in the biosafety cabinet. The laboratory is maintained under negative pressure at all times. Laboratory door is always closed, and gloves and lab coats must be worn when handling samples and operating the Stratedigm.

II. Facility Orientation and Training

Facility staff provides training and orientation for all instrumentation. New users are required to take a one-on-one hands-on training on the relevant instrumentation. Exposure procedures and emergency response are discussed with our users during training. Exemption from hands-on instrument training is given to users who are only signing up for assisted appointments but lab personnel will still go over safety guidelines. Additionally, we will provide each user with a copy of the SOP and will require a signed confirmation of receipt and content. Furthermore, copies of all SOPs are available in the laboratory, and on the facility website so they can be easily accessed at any time. Training on the Stratedigm instrument includes basic instrument operation and analysis, as well as all relevant safety procedures, spill management, and decontamination.

III. Startup Procedures

1. Check fluid levels for sheath tank, auxiliary tank and waste tank . **Waste levels must be manually monitored –do not allow waste container to overflow!**
2. Turn on Stratedigm (black button located on left side of instrument).
3. Log on to computer.

4. Setup cytometer for tube mode or plate mode (by attaching or de-attaching sample line from the A600 sample station).
5. Find your experiment by selecting the “Open Experiment” tab.
6. Staff will assist users for building new experiments with assisted appointments.
7. If using the A600 sample, station make sure plates or tube holders are seated correctly, so sample probes are not damaged. Samples must be capped or covered with paraffin before vortexing to minimize aerosols (placing glove over tube is not acceptable). **Users are to report any suspect of damage done to the instrument and may be held accountable!**

IV. Shutdown Procedures

1. Export the experiment data to an encrypted storage device using the Data Management tab. **Encrypted storage devices that have been scanned for viruses are required for use on all core facility computers.**
2. Check the web calendar to see if there is anyone using the instrument for the day. **If you are the last user you are required to correctly shutdown the Stratedigm!**
3. If you are not the last user, just leave the stratedigm turn and close your experiment.
4. For shutdown you will need to select the prompted options: refill sheath tank, clean instrument (tube mode will require adding 2ml of 50% Contrad detergent), backup data, close and shutdown instrument.
5. Do not select the option to shutdown computer.
6. Discard all tubes into the biohazard container and wipe down counter top with 70% ETOH or ConFLIK.
7. All user and staff must wash their hands and remove lab coats before leaving the laboratory.

V. Spill Procedures

Flow cytometer surfaces are wiped with 10% bleach, left on surface for 5 minutes, and followed by a water rinse. Large spills on flow cytometer surfaces or on other lab surfaces are cleaned with 10% bleach left on surface for 20 minutes with a soaked wet towel. We require all users to follow guidelines in our spill protocol when working at our facility. Spill kits are provided in the laboratory. The 10% bleach solution (made daily) is provided on all bench-tops. PPE (gloves) is properly disposed of in biohazard containers after cleaning of a spill.

VI. Exposure to Biohazardous Material

All employees with occupational exposure should receive bloodborne pathogen training at the time of assignment to tasks where occupational exposure may take place, when changes affect employees' occupational exposure and at least annually thereafter. The hepatitis B vaccine should be made available to all employees who have occupational exposure to blood or other potentially infectious materials. If an employee sustains an exposure incident (such as a stick with a contaminated needle/scalpel/dental wire or a splash of potentially infectious material in the eye, mouth, mucous membrane, or non-intact skin), the exposed person should immediately:

- a. Clean the wound with soap; flush mucous membranes with water or normal saline solution;
- b. Notify his/her supervisor, designated coordinator, or other designated individual;
- c. Proceed for treatment within 1-2 hours of the exposure (see the OUHSC/OU-Tulsa Infectious Diseases Policy for current recommended treatment locations); and
- d. If possible, for laboratory exposures, bring a sample of the source material to the treatment facility for testing.

Sources: OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030)

The following facilities are recommended for treatment of occupational injuries or exposures; however, employees may choose any health care professional they wish.

Employee Health

OU Physicians Building Suite 2C

825 NE 10th

Oklahoma City, OK

271-9675 (271-WORK)

Hours: 8:00 a.m. – 4:30 p.m. Monday through Friday (Call before going to the clinic)

OU Medical Center Presbyterian Tower Emergency Room

700 NE 13th Street

Oklahoma City, OK

405/271-3667

Hours 4:30 p.m. - 8:00 a.m. Monday Through Friday and weekends