



Research Flow Cytometry Core (RFCC) Billing Policy for Analyzers and Sorters

Fees are subject to change July 1 at the beginning of each Fiscal Year

Analyzers: Analyzers are charged based on the amount of time reserved and any additional time used.

- A. If you use the instrument earlier or acquisition runs over reserved time, you will be charged for the additional time used.
- B. If you are more than 15 minutes late for your scheduled time, and do not leave a note indicating you will be late, your time becomes available for others to use. The full time reserved will be charged unless someone else uses some or all of your time.
- C. If you cancel less than five min before your time, you will be charged for the full time reserved unless someone else uses some or all of your time.

You will be charged an additional fee if:

- You do not fill out the sign-up sheet on the binder for the instrument (\$10 fee).
- You do not check mark on the sign-up sheet that tanks have been filled/checked and/or fill the tanks (\$5 fee for each tank/mark, up to a \$10 fee.)
- You do not put the Fortessa instruments on standby with a tube of DI water (Fee of one hour).
 - The User and PI will receive a warning. **Three occurrences within a three month period will result in the users' rights to the instrument being evaluated.**
- You do not sign out of the computer (Fee at the usage rate of eight hours per day or until the computer is restarted by someone).

Sorters: Sorters are charged based on the amount of time reserved and any additional time used.

- A. If you are late, do not show-up, or cancel less than 24 hours before start time, you will be charged the full time reserved, unless someone else uses some or all of your time.
- B. If your sort runs over the time reserved, assuming the schedule allows more time, you will be charged for any additional time used.
- C. In the event you need to cancel a sort on a Monday (or a Tuesday if Monday is a Cincinnati Children's Hospital holiday), it must be canceled on Friday by noon. Otherwise, you will be charged the full time reserved, unless another user reserves some or all of your time.
- D. In the event a Cincinnati Children's Hospital holiday falls in the middle of the work week, for a sort scheduled directly after that holiday it must be canceled a day prior to the holiday at noon.
- E. In the event the RFCC has to cancel due to inoperable instruments, or inclement weather (HRR-01: Inclement Weather Guidelines for Cincinnati Children's Hospital Worksites), you will not be charged.

User-operated Sorts:

You will be charged an additional fee if:

- Any extra time required by RFCC staff to clean/start up the instrument the next day or any instrument downtime due to negligence (Fee is at the staff-operated rate in one hour increments). Such as:
 - Sheath tank not filled
 - Instrument not cleaned properly
 - Waste tank not taken care of (emptied for SONYs, Bleach added for BDs)
- You do not turn off the instrument (Fee at the usage rate of eight hours per day).
 - **The user and PI will receive a warning. Ramifications will be discussed between PI and RFCC.**
- Any major consumables such as Nozzles, O-rings, sample line tubing, extra SONY chips that need to be replaced due to negligence (Fee is the current price of the supply).