

**STANDARD OPERATING PROCEDURE – FACSymphony A1 (Villa):**  
**Start-up, Cleaning and Shutdown**

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

1. Replace FACS Flow cubtainer on the FACS Flow Supply System and empty the waste tank if necessary. Add 25mL Bleach to the waste tank if you have emptied it.
2. Turn on the A1, log in to PPMS with your EMORY ID and PASSWORD. (Warm up time: 20 minutes)
3. Take the tube off the SIP and put the instrument into RUN mode.
4. Release clamp on sheath filter to remove any air bubbles from the main sheath line, then close the clamp, if the sheath waste bottle is full, please empty it.
5. Put the tube back on the sip and put the instrument into STANDBY mode.

**BEFORE EACH RUN – ALL USERS**

1. Replace FACS Flow cubitainer on the FACS Flow Supply System and empty the waste tank if necessary. Add 25mL Bleach to the waste tank if you have emptied it.
2. Check sheath filter for air bubbles. If needed, follow instructions above to remove.
3. Put a tube of DI water onto the SIP and run-on MED for 5 minutes.

**CLEANING AFTER EACH RUN – ALL USERS**

1. In DIVA, add 3 new tubes and name “BLEACH”, “CLENZ”, and “WATER” for recording cleaning.
2. Before starting the cleaning, transfer your data to OneDrive. All data is exported automatically to the FCS folder shortcut on the desktop as FCS 3.0 files.
3. Insert a tube of 3 mL of 10% bleach or FACSClean. **RECORD** for 3 minutes on HIGH.
4. Insert a tube of 3 mL of Coulter Clenz. **RECORD** for 3 minutes on HIGH.
5. Push Sample Arm aside with 3 mL Coulter Clenz still on SIP, and run for 20 seconds on HIGH.
6. Insert a tube of 3 mL of dH<sub>2</sub>O. **RECORD** for 3 minutes on HIGH.
7. Put the Instrument into STANDBY, leaving the dH<sub>2</sub>O on the SIP.
8. Log out, clean up any spills, wipe down surfaces with 70% Ethanol, throw away any garbage, and take your belongings with you.
9. Check the instrument schedule on PPMS to determine if you are the last user of the day. If so, continue with shutdown procedure.
10. Leave FACS Flow Supply System ON.

**REPLACING EMPTY FACS FLOW CUBITAINER ON THE A3 – ALL USERS (If Low Level Alarm is sounding)**

1. Remove Probe from Empty FACSFlow cubitainer.
2. Remove Empty FACSFlow Box from FACS Flow Supply System.
3. Install new cubitainer on FFSS (FACS Flow Supply System and re-insert level probe).
4. Press Prime for 10 seconds, do not worry if nothing happens, this means the plenum is full.
5. Press Restart.

**SHUTDOWN OF THE FACSymphony A3 – LAST USER OF THE DAY**

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

1. Follow the Instructions for **CLEANING AFTER EACH RUN**.
2. Turn off the instrument.

**TURN OVER:**

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**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 ensures all members of the core staff receive a high priority email and can deal with it as soon as possible.

**DATA/EXPERIMENTS THAT ARE OLDER THAN 1 MONTH WILL BE DELETED!**

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