**ASTRIOS CELL SORTING POLICIES 2019**

1.     Sorting can be primarily scheduled between the hours of 10:00am-4:30pm Monday-Friday.

2.     A minimum of 24-hour notice must be given to schedule a sort. Call [**814-863-2762**](file:///C%3A%5Ccallto%5C814-863-2762) or email Brian (**bcd5018@psu.edu**) to schedule.

* Time series experiments where multiple sorts will spaced out in set intervals must be approved and scheduled at least a week in advance to work around any potential conflicts in the schedule.

3**.     In case of an emergency/unexpected outcome (such as a loss of the research animal, cells dying, etc.) on the day of sorting, you must CALL 814-863-2762 or email as soon as possible the morning of your sort to cancel with a staff member.  Otherwise, you may be charged the set-up fee even if you do not come for the scheduled sort.**

4.     If you are running late for your appointment, **CALL** **814-863-2762** or e-mail Brian (**bcd5018@psu.edu**) to tell the us an update on when you’ll be coming.  Usage of the instrument **will begin to be charged after 30 minutes from the originally scheduled start time if no notification has been given.**

5.     If you are late, we cannot guarantee that your originally scheduled amount of time will still be available, since others also may have scheduled OR the end of the sorting day (4:30pm) may arrive.

6.     Important Note: We will work together and try our best to accommodate your needs. However, if time outside of regular hours and days (10:00am-4:30pm Monday-Friday) is desired, or a request for the staff to continue sorting after 4:30pm due to the user's late arrival, the PI or researcher must contact Sarah Neering (sjn16@psu.edu) to discuss and get approval, before the staff member may perform the sorting.