

User guide for BD LSRFortessa X-20

❖ General rules for reserving BD LSRFortessa X-20

➤ Operating Hours

- **Regular Hours:** Monday to Friday, 8:30 AM – 5:30 PM
- **After-Hours Use:** Not typically permitted. In exceptional circumstances, requests must be submitted via email to Dr. Weiyi Peng (wpeng2@central.uh.edu) or Dr. Jiakai Hou (jhou21@central.uh.edu) at least 48 hours in advance for approval.

➤ Reservation Policy

- Reservations are managed on a “First Come, First Served” basis.

➤ Billing policy

- Time will be billed in 0.5-hour increments:
 - Usage < 0.5 hour will be rounded up to 0.5 hour
 - Usage between 0.5 hour and 1 hour will be rounded up to 1 hour.
- Billing will be based on the reserved time slot,
 - Actual usage time will be adjusted post-session to reflect the accurate duration used.

➤ Cancellation Policy

- Cancellations must be made at least 24 hours in advance.

➤ Late Start

- Please respect the scheduled time of other users and make every effort to adhere to your reservation.
- If you are delayed by more than 30 minutes, you must email Dr. Jiakai Hou (jhou21@central.uh.edu) to confirm and secure your reservation.
- If there is a delay of more than 30 minutes without prior notice, your reservation will be automatically canceled, and a 1-hour charge will be applied.

➤ Overrun

- Extension beyond your reserved time is only permitted if the system is available and does not conflict with the next scheduled user.
- Please check the schedule or consult facility staff before overrunning your session.

➤ **Sample preparation**

All samples must be filtered through a 70 µm nylon mesh screen prior to analysis to prevent clogs and ensure optimal instrument performance.

❖ **Important Notes:**

Report any equipment issues **immediately** to one of the points of contact listed below.

➤ **Unassisted Use (Independent Access)**

1. **Training Requirement:**

All new users **MUST** complete training and receive approval before using the equipment.

2. **Training Assessment:**

Trained users must schedule a test run (no experiments) with Dr. Jiakai Hou, during which they must operate the machine independently from start-up to shut-down.

3. **Approval Process:**

Upon successful completion, users will sign an **Agreement Form** and submit it to the points of contact.

4. **Access Granted:**

Approved users will be added to the **Flow Core Team** and allowed to reserve time on the BD LSRFortessa X-20.

5. **Reservations:**

Reservations must be made online through **Microsoft Bookings**.

➤ **Assisted Use (With Staff Support)**

1. Users requiring assistance must notify Dr. Jiakai Hou (jhou21@central.uh.edu) and submit the sample information table at least 5 working days in advance.

- In exceptional cases, a minimum of 72-hour advance notice is required.

2. Sample Information Table (must be submitted via email)

Working model (Tube/Plate)	Sample Number	Staining Colors	Infectious (Y/N)
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3. HTS samplers are available **exclusively with assisted service**. Independent operation is not permitted to ensure proper handling and to maintain instrument integrity. Please schedule in advance for staff-assisted use.

Points of Contact:

Dr. Weiyi Peng
713-743-6941
wpeng2@central.uh.edu

Dr. Jiakai Hou
832-946-8402
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