

PENNFLOW

The Penn Cytomics and Cell Sorting Laboratory Newsletter

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Policy Changes

Effective January 4, 2023, the Penn Cytomics Lab made policy changes to the billing and scheduling policy. These changes were communicated to all Principal Investigators at the end of 2022. Here are the latest Penn Cytomics scheduling and billing policies from our webpage:

Billing: A billing session is initiated the instant a user logs into an instrument using their Penn credentials, to the moment the user logs out of the cytometer's acquisition software. The SRL usage and billing software, termed Entrée, tracks instrument usage to the second, and generates a billable line item to be invoiced monthly. Users are able to select an appropriate funding source to bill when they initiate a session. In order to encourage maximum usage, and to prevent overestimation of time needed on an instrument, SRL policy is to bill a minimum of 75% of scheduled time for underused sessions, and to bill for actual usage for sessions lasting longer than the reserved time. For example, a user who reserves 4 hours of instrument time and uses 1.5 hours will be charged for 3 hours of usage. Users who fail to use reserved instrument time (no-shows) likewise trigger a minimum charge of 75% of scheduled time. Principal Investigators and Departmental BAs will receive a separate monthly invoice notifying them of these charges.

Scheduling: The SRL online scheduling calendar is available for trained users to reserve instruments up to 30 days in advance. Users may only schedule up to 3 hours of consecutive time during normal operational hours (Monday-Friday, 9am-5pm). Longer sessions are acceptable during off-peak evening hours and weekends (see Access Policy). High-parameter analyzers (A5/X-50/SE Symphonies) are excluded from this policy, as it is recognized that these experiments generally require a significantly longer time to complete.

The following policies have been implemented in order to maximize instrument usage:

In an effort to minimize placeholder reservations:

For cell sorter reservations (trained users only) and *most* analyzers: The scheduling calendar prevents adding, modifying, or deleting instrument bookings within a six-hour time window before a user's scheduled time.

For A5/X-50/SE Symphonies: The scheduling calendar prevents adding, modifying, or deleting instrument bookings within a 36-hour time window before a user's scheduled time.

If a user needs to schedule, modify, or delete a reservation within these time windows, they will have to call 215-898-3528 and speak to a staff member.

The SRL enforces a 72-hour cancellation policy for staff-performed cell sorting reservations; users are billed for the entirety of the scheduled time, unless the SRL can fill that time interval with another reservation.

Users may not “share” scheduled time with fellow lab members, as this will result in a double charge within the SRL billing system(User 1 is billed as a no-show, User 2 is billed for actual instrument usage). In this instance, User 1 should cancel their reserved time, and User 2 should reserve the instrument under their own credentials.

Because of these changes, the Penn Cytomics staff will no longer be adjusting any sessions after they have occurred, either in Entrée or on the scheduler. If anything needs be changed in the scheduler, this must be done prior to your scheduled start time. If you forgot your ID, please contact the Core and we will walk over and log you in. **DO NOT LOG IN WITH SOMEONE ELSE’S PENN ID.**

For a list of all the policies of the Penn Cytomics Lab please visit our or click the link below.

<https://www.med.upenn.edu/cytomics/assets/user-content/flow-docs/penn-cytomics-policies-20230309.pdf>

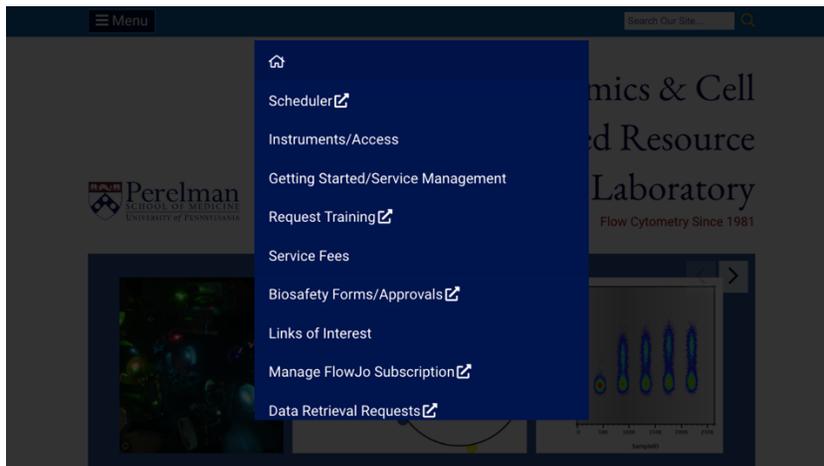
New Website

The Penn Cytomics Lab would like to announce the update of our new website. Our new website can be accessed by the following URL:

<https://www.med.upenn.edu/cytomics/>

Our old URL can still be used, but you will be automatically redirected to the new site.

As you will see, the new site is much more modern and up to date. All SRL weblinks can now be accessed via the Menu at the top-left side of the site:



One of the newest features that we put on our website is the Instrument/Access menu option. All users can now view a list of all Penn Cytomics instrumentation, campus location, and available access. BONUS: You can also view and/or download a PDF of any cytometer configuration in our core!

Welcome



We would like you all to welcome the newest member to the Penn Cytomics Staff, Solomon Wang. Solomon comes to us from the Human Immunology (HIC) core so a lot of you might be familiar with him already. Solomon brings tons of lab experience from his 7 years at HIC. Solomon's primary responsibility in the lab will be sorting. Our staff has been working hard on getting Solomon Aria trained so we can meet all your sorting needs. In the meantime, he will be setting up the instruments in Hill Pavilion and some of the Aria sorters. If you see him, say hi!

Upcoming Events

CYTO 2023



CYTO 2023 will be held from May 20-24, in Montreal, Quebec. Registration is now open! To view the conference program with confirmed speakers, visit ISAC's website here: <https://www.cytoconference.org/>

Flowbituary



It is with a heavy heart to announce that Shifu Tian has left the Penn Cytomics lab. Shifu's last day was February 28, 2023. Shifu decided to step away from the lab to fully focus on his MBA classes that he has been taking at Villanova University since last year. We will miss Shifu's expertise in the lab, as well as his humor and all-around positive attitude.