

Note: Cytometer Setup and Tracking (CS&T) takes 5 minutes and should be performed every 24 hours
Windows login: username: Administrator
password: BDIS#1\$\$

Prepare CS&T beads:

1. Obtain CS&T bead vial from the large fridge (orange label, Cat # 642412)
2. Vortex bead vial
3. Prepare the bead suspension by adding 1 drop of beads to 350 uL of PBS in a FACS tube

Warm up instrument and run CS&T:

1. Ensure instrument is on (green button on right-hand side of instrument) and log into PPMS
2. Confirm UV laser is on and warmed up for at least 20 min. (see SOP for turning on laser)
3. Open BD **FACSDiva** and login
username: Admin
password: flowstaff123
4. Go to **Cytometer > CST**
 - a. The CS&T workspace will open
5. Remove the tube of DI water from the SIP, vortex the bead suspension and install the SIP
 - a. Switch instrument from **STANDBY** to **RUN**
 - b. Check sample rate is set to **LOW**
 - c. Check sample rate fine adjustment is set to 250
6. In the Setup control window on the right, select **Check Performance**
7. Select **Run** in the software and **OK** to all software prompts that follow
8. The performance check will start running and a dialog box will appear when complete
9. **View** the cytometer performance report or **Finish**
10. Remove the beads from the cytometer, install the DI water on the SIP and run the water on **LOW** for ~2-3 minutes
11. Leave the tube of DI water on the SIP and switch the instrument to **STANDBY**
12. The Cytometer Performance results are displayed in the **System Summary** window. Possible results are indicated as follows:
 - a. Passed
 - b. Passed (Completed with warnings)
 - c. Failed - notify Flow Core staff immediately by submitting instrument report on PPMS – Instrument is not suitable for use
13. Close CS&T window
14. Wait for the cytometer to reconnect and choose “Use CS&T settings” at the prompt
15. If not running samples, log out of DIVA log out of PPMS

This SOP was adapted from BD’s Cytometer Setup and Tracking Application Guide, found here:

<https://tinyurl.com/rr65ofm>

