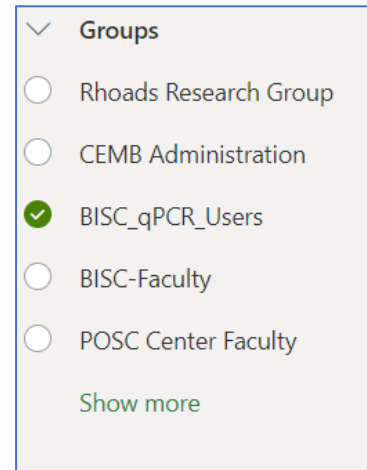


Policies and Procedures for Use of the qPCR Machines

- 1) These machines are available for many users from departments across campus. They are owned by the University of Arkansas and were purchased with grants from the Arkansas Biosciences Institute. Dr. Rhoads is the supervisor for these machines.
 - a) For card access to Ferritor (FERR) contact dlessner@uark.edu
 - b) For key access to 312/313 FERR go to 601 Science Engineering for a key card for T5 setC.
- 2) Initial User Setup:
 - a) To set your someone up as a new user, log in to the computer using your uark ID and password. Start the CFX Manager software and select the user Admin. You can then use the software to add a new user. Then switch users to select that new user.
 - b) Only run qPCR as a user not as Admin unless you know how to save your qPCR run data in your personal folder.
- 3) Scheduling and Use:
 - a) For scheduling see the following page for being included on the BISC_qPCR_Users group and access to the scheduling calendar in Outlook
 - b) Both CFX96 machines can be used simultaneously. One person can log into the computer but two different users can start qPCR runs and run the qPCR as a single user, but save their results in their specific user folder.
 - c) Partial or half plates should be positioned in the MIDDLE of the block so as not to jam the pressure plate that is lowered onto the PCR plate.
 - d) PCR plates left in the CFX machines will be discarded. Mark the side of your plate with at least your initials if you want to recover your plate afterwards. Used plates should NOT be left by the computers.
 - e) Scheduling Details
 - i) Most runs are completed within 2-3 hours so signing up for 5 hours must be considered the maximum for a single run.
 - ii) If you are signing up for multiple back-to-back runs they should each appear separately.
 - iii) If a machine is not in use within one hour of the time scheduled then the scheduled use is considered abandoned and others should feel free to use the machine.
 - iv) Persons who observe someone using the machine without scheduling, or not using the machine when they scheduled should report this activity to drhoads@uark.edu.
 - v) Multiple reports of scheduling abuse for a user will likely result in loss of use for that user.
- 4) Software and Hardware Information:
 - a) The CFX Manager software can be installed on any Windows machine for analyzing data. See Dr. Rhoads for access to the box folder containing the installer.
 - b) Users are responsible for backing up their user data. Access the CFX data folders in C:\Users\Public\Documents\Bio-Rad\CFX\Users (there is a shortcut on the desktop of the computer). Data files can be easily copied to uark.box.com folders.
 - c) If the computer can not connect or display either of the CFX96 units then they may have lost handshaking on the USB port. When a CFX96 is not running a program you can turn the CFX unit off (switch on the lower back base unit, and turn it back on to reinitialize the USB handshake. Occasionally this can require rebooting the computer especially if windows update is awaiting a restart.

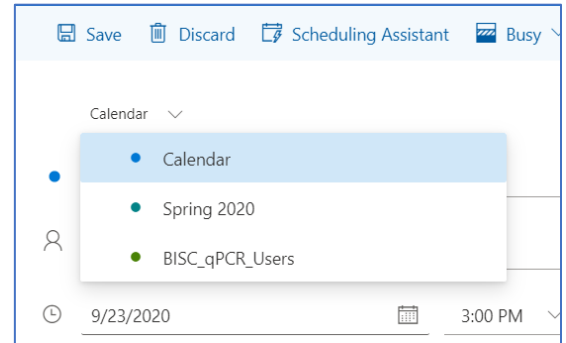
Scheduling Use of the CFX96 Machines

To use the qPCR machines you must schedule your use on the shared Calendar on Outlook. To get access to the calendar you can be added by drhoads@uark.edu, or any currently registered user. Once the calendar has been shared with you, add the BISC qPCR calendar (check the box) to your calendar in <https://www.office.com>, as in this figure →→→→→→→→→→

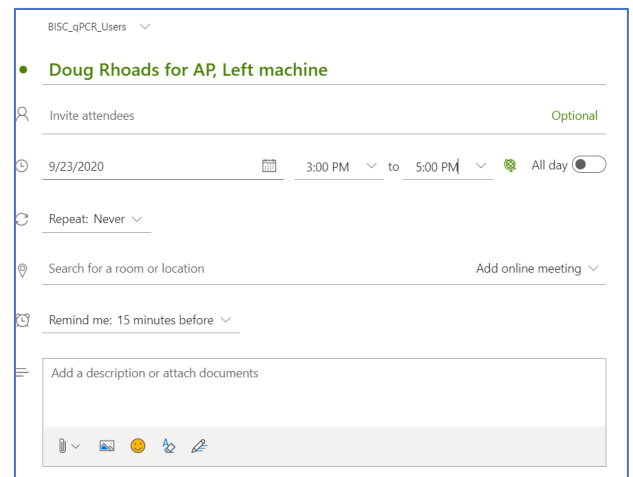


To schedule a qPCR machine:

Add your usage by scheduling an event in the BISC qPCR calendar. Double-click on the time to start your run in your calendar then in the dialog box pull down Calendar and choose the BISC_qPCR_Users calendar →→→→→→→→



Then in the form, enter your name and the machine (Left or Right) in the title. Set the times and date. Suitable entry should look like this image →→→→→



Remember to SAVE your qPCR event. Note that the color of the event will be different depending on the calendar you post to

Please be responsible and only schedule if you will actually use a machine. If your plans change, then please delete your scheduled use. **Anyone abusing the shared calendar will be evaluated for whether they will be banned from using the qPCR facilities.**