

RULES FOR THE CELL LINES FACILITY

General considerations

- If you have been authorised to work in one of the cell culture facilities is because you have previously read, understood and compromised to follow the rules of the cell culture units, available at the intranet.
- The ignorance of these rules does not exempt of its fulfilment. You can lose the authorization to work at the cell culture units if you don't follow strictly the rules.
- In the case you still have some doubts, before start working in the facility you have to ask to your lab supervisor or principal investigator (PI). You can also ask to the cell culture technicians and scientific supervisors of the units
- Every PI is the ultimate responsible for the adequate training in cell culture techniques of every new user from his laboratory. The PI has also the ultimate responsibility about the behaviour of the members of his lab in the cell culture facilities.
- The two culture technicians (Sara Carratalá and Rosa García) have the delegated authority by the scientific responsible of the unit. Therefore they can immediately restrict access to those users that do not follow the rules.

Specific rules for the cell lines facility (first floor)

- Please check that the door has been perfectly closed after your access to the unit.
- It is banned to introduce **any kind of animal** in the culture rooms!
- Every Petri dish, flask of cells, bottle of medium, frozen aliquot etc... have to be **perfectly** identified with your name and lab telephone number. Otherwise the cell culture technician will discard them.
- The use of lab coat is mandatory. The use of gloves is optional, except in the P2 area (virus), were it is absolutely necessary to wear blue (nitrile) gloves. In this room you have to use a specific and disposable lab coat.
- It is always **absolutely necessary to WASH YOUR HANDS** with the soap available at the pre-culture area (even when you are planning to use gloves!!!).
- Switch on the UV light of the hood during **10 min before start**.
- Clean with diluted bleach every surface you are planning to use (working surface, vacuum tubes...).

- Clean with ethanol all the tools you are going to use (scissors, forceps, grids, micropipettes...). Clean as well with ethanol other stuff you are planning to introduce under the hood (flasks, bags, boxes of tips, bottles...).
- Please do not introduce polystyrene boxes in the sterile zone under the hood.
- Micropipettes can spread contaminations. You can use sterile filter tips usually available in the cell lines facility (you can also bring your own sterile filter tips!!).
- Please never put your hand in the box of sterile Pasteur pipettes!!!! You can contaminate your own cultures or the cultures of your colleagues.
- Please remember that the plasmids you use for **transfections** are obtained from bacteria!!. It is recommended to elute them with sterile water or elution buffer (use 0,2 µm filters...) in an autoclaved eppendorf.
- Once you have finished add diluted bleach to all the biological stuff before discard. It is highly recommended to remove all the culture medium (+bleach) with the vacuum system.
- Switch on again the UV lights for 10 minutes once you have finished.
- Please remind that it is essential to follow strictly the booking schedule of the hoods. If you have changed your mind in the last minute, please delete your name from the booking list of the hood.