

RULES FOR THE ORGANOTYPIC CULTURE FACILITY

General considerations

If you have been authorized to work in one of the cell culture facilities is because you have previously read, understood and compromised to follow the rules of the organotypic cell culture unit, available at the intranet.

The ignorance of these rules does not exempt of its fulfillment. You can lose the permission to work at the organotypic culture unit 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 organotypic culture technician (Sara Carratalá) and scientific supervisor of the unit.

Every PI is the ultimate responsible for the adequate training in organotypic culture techniques of every new user from his/her laboratory. The PI has also the ultimate responsibility about the behavior of the members of his/her lab in the cell culture facilities.

The culture technician Sara Carratalá has the delegated authority by the scientific responsible of the unit. Therefore, she can immediately restrict access to those users that do not follow the rules.

If you detect any contamination on your experiments, you have to tell the organotypic culture technician and the scientific responsible of the Unit immediately via e-mail.

Rules for the Organotypic culture facility (first floor)

At the entrance:

1. Please check that the door has been perfectly closed after your access to the unit.
2. When you enter the room, upon crossing the blue carpet, you will have to wear lab coat and plastic shoes. These are mandatory.
3. The use of gloves is optional (although recommended), except in the P2 area (virus), where it is absolutely necessary to wear blue (nitrile) gloves. In this room you have to use a specific and disposable lab coat.
4. It is prohibited to introduce **any kind of animal** in the culture rooms. Only embryos will be allowed to enter the rooms.

Before start:

1. 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).
2. Switch on the UV light of the hood during **10 min before start**.
3. Clean with diluted bleach every surface you are planning to use (working surface, vacuum tubes...).
4. 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...).
5. Remember that micropipettes can spread contaminations. You can use sterile filter tips usually available in the organotypic culture facility (you can also bring your own sterile filter tips).
6. When you finish using the hood, clean the area and with diluted bleach. If you have used the vacuum system, please pass diluted bleach through the vacuum tube.
7. Every petri dish, multi-well, 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.
8. Polystyrene boxes are not allowed in the sterile zone under the hood.
9. 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.