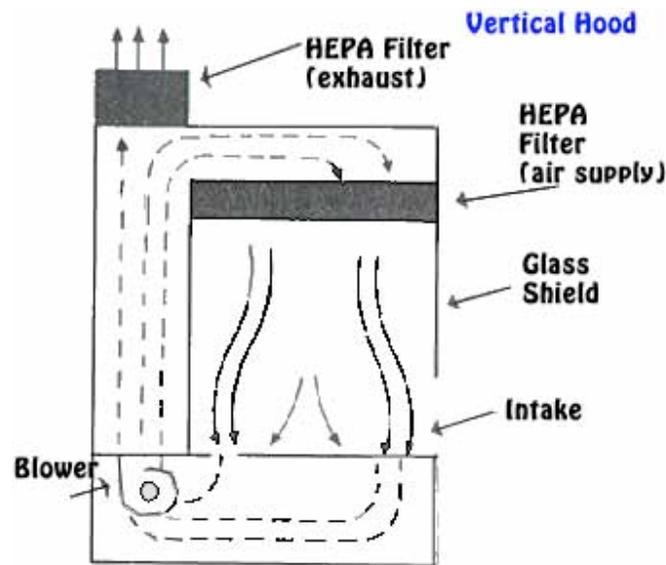


## BjorkLab Tissue Culture Facility Guidelines



First person in the room in the morning will turn off the overhead UV lights and open the hood window sashes.

Window sashes will be kept open all day long, this allows proper airflow within the hood and keeps the workspace free of particulates.

Remove jewelry, watches, etc., roll up long sleeves, and wash hands thoroughly with soap and water. Put on gloves and spray gloves and lower arms with 70% ethanol

Ethanol all surfaces inside the hood both before AND after you are done working in the hood.

Avoid air disturbances such as walking around quickly while people are working in the hoods. Use a limited number of slow movements while in the hood. Minimize going in and out of the hood (have a discard area or container under the hood). If you must go in and out of the hood, slowly move straight in and out of the hood to minimize disturbing the airflow.

Wipe up any spills quickly and use 70% EtOH for cleaning. If the spill is large, remove the front grille and bottom of the hood, or the pans of water from the bottom of the incubators. Wipe out the spill then wipe ALL surfaces with copious amounts of 70% EtOH, followed by wiping all surfaces dry with Kimwipes.

Please remove your contaminated plates from the CO<sub>2</sub> incubators promptly. Let them sit in bleach for 30 minutes before disposing of them. Do not put them back in the incubator after adding the bleach.

If the facility is low on common reagents and supplies please let Suman know or order them yourself. Some examples of this are PBS, dialyzed FBS, pen/strep, trypsin, dishes, plates, flasks, cryovials, etc.

The overhead UV lights will be turned on every night and should be left on all night. If you need to use the tissue culture hood in the evenings be sure to turn off the UV lights while you are using the room, but please be sure to turn them back on once you are done and leaving for the evening.

Before working in hood:

1. Be sure the UV light is off.
2. Make sure the window sash is in the correct position.
3. Let the air flow for 2-3 minutes to filter the air and establish air flow patterns.
4. Disinfect the hood by spraying interior surfaces with 70% ethanol and wiping all surfaces dry.
5. Disinfect all items to be placed under the hood by spraying with 70% ethanol and wiping dry before placing under hood. This includes media bottles (especially if they have been in the water bath), tip boxes, pipets, filter units, sleeves of Petri dishes and especially your gloved hands - every time you go back into the hood. Never place paper, pencils or other grossly contaminated objects inside the hood. If you need to refer to a protocol, tape it to the window for quick reference.
6. When placing items inside the hood do NOT block the grilles.
7. Organize your workspace – segregate clean items from areas for used items, label tubes and plates before you begin working.
8. Double check your posture – adjust the chair so your armpits are level with the bottom of the window.

When done working in hood:

1. Empty the flask that is attached to the vacuum source everytime. This applies each and every time, whether you have 10 mL or 1000 mL of waste in it. To properly dispose of the waste, aspirate bleach through the tubing using a glass pipet and let it sit for a minimum of 30 minutes then pour it down the drain with water. Undiluted bleach is located under the hood.
2. Ethanol all surfaces inside the hood when done.
3. Please do NOT leave your stuff inside the hood. Put it on your assigned shelf. This applies to PBS, pipet tips, opened sleeves of TC dishes, tubes, etc. UV light damages plastic, thus making it more brittle and susceptible to breakage. Also when doing tissue culture work, do not use anything that has been opened outside of the hood.
4. Turn off the vacuum source when you are done using it. If the valve is parallel to the tubing, it is on. If it is perpendicular to the tubing, it is off.
5. If you are done using the hood, please turn on the UV light to let others know you are done and to disinfect the hood's interior surfaces between users.
6. Once media bottles are empty, please rinse with water, deface the label, and put in the recycling box.
7. Place used pipets in the red sharps containers for disposal (NOT in the autoclave bags).
8. Aspirate all media from dishes/plates/flasks prior to throwing the containers in the autoclave bags for disposal.