These rules help to provide a clean space for Stem Cell culture.

**Safety Regulations: Follow EH&S guidelines**

**Clean lab coats designated for the tissue culture rooms must be worn along with other personal protective equipment!**

Remove and leave lab coats in the room upon exiting.

Wear gloves and closed toe shoes-use shoe covers if needed.

Wear face masks during flu and allergy seasons or as needed.

Tie long hair.

No food or drink is permitted in the lab.

Step firmly on the sticky pad at the entrance of the room and **replace** it when it is no longer sticky.

**Bio-safety Cabinet**

**Biosafety cabinets require iLab reservations. Anyone not making reservations will be prohibited from using the room.**

**To Start**:

Turn on biosafety cabinet by raising the sash and turning on the fan. Align the sash, if needed.

Spray the entire biosafety cabinet space with 70% ethanol thoroughly and wait 3 minutes for warm up time.

Spray and wipe down items to be moved into the biosafety cabinet with ethanol; keep only necessary items (e.g. pipettes, pipette aid and racks) in the biosafety cabinet during use.

Spray and wipe vacuum tubing with 70% ethanol and bring into the interior biosafety cabinet space.  Always turn on vacuum before connecting to aspirating pipet to avoid back flow of air.

**To Clean-up**:

**Remove all your items from the biosafety cabinet. Nothing may be stored.**

**Wipe clean any spill** with 2% Bacdown detergent.  If the spill goes under the panel, clean up by lifting up the panel and wiping it clean.

**Check the panel for cleanliness after each use**.

Recharge the pipette aid, as needed.

Upon finishing, rinse the vacuum line with 2% Bacdown detergent before turning off the vacuum, and **wipe all areas clean** with 2% Bacdown detergent, including rim and sash.

Turn off the biosafety cabinet by closing the sash. When fully closed, the fan automatically turns off.

**Vacuum system**

After usage of the cabinet, aspirate 2% Bacdown – not ethanol - to rinse inside of tubing and hang the tubing on the hook outside of the biosafety cabinet.  Shut off the vacuum.

**Empty the receiver bottle before reaching full line**. Empty liquid waste in a sink at Core area.  Discard solids in the trash.  Rinse clean.  Add 60-80ml of Bacdown detergent to the receiver bottle (not bleach). It will be >2% final concentration before discarding.

**CO2 Incubator**

Wear gloves to handle cultures.

When the light indicating RH PAN is on, add distilled water to the tray.

Wipe clean any spill as soon as possible and clean with 2% Bacdown detergent followed by 70% ethanol solution.

Close the door gently and wait for the CO2 to come back to 5% before leaving.

Check the CO2 source (outside room) frequently, and report when tanks are empty.

Discard any old cultures.

Write your name, contact number, and date on the magnet on the incubator you are using.

If the light indicating that the UV light requires replacing, let the Building Manager know (Allia Fawaz; Fawaza@uci.edu).

**Water bath**

Refill with Millipore or distill water if the water level is low.

Keep water bath on.

Add Bacdown detergent to make 2% solution.

If there are any spills into the water bath-empty, clean, and refill it with water.

Clean all items prior to entering the water bath and wipe the bottom of the bottles taken out of water bath because they tend to drip and leave residue on floor.

**Red and Gray Biohazard Drums, Trash, and Blue Recycle Bin**

Deposit labware that comes in contact with human cultures (e.g. pipettes, tips or plates that touch the human cells…) into one of the red-bag-lined biohazard bins.  Aspirate liquid before discarding.

**When the red bag in the gray drum is ALMOST full, tie it, close lid and exchange with new empty drum locates outside of the room**. **Do NOT Overfill.**

Any other (empty containers, pipettes or tips that transfer unused medium) can be disposed into the trash bins.

Re-sheath serological pipets back to envelope before discarding to red or trash bins.

Empty media bottles that have not touched any cells and empty tip containers may be discarded in the blue recycle bin.

**Floor**

Please wipe clean any spill or dirt and pick up tips, parafilm, and any trash.

Swiffer sweeper is available for wiping.

Please keep the floor area as clean as possible!

Wipe bottom of bottles taken out of water bath because they tend to drip and leave residue on floor.

**Packing Boxes**

Flatten boxes and place them in the recycle area outside of the room or recycle bean at the back of the building.

**Refrigerator and Freezer**

Discard old media.

Label each bottle, tube, and vial with your name and date.

Label your section.

Be organized.

Unidentified/expired items will be discarded.

Clean up any spills.

**Liquid Nitrogen storage**

Face shield, thermal gloves, and closed-toe shoes are required.

Do not place the lid or rack on the floor, instead, place them on upside-down on another tank or on the cart.

Use black ruler to confirm level of LN and report if low.

**EH&S Lab Courses**

Complete EH&S laboratory safety training at <http://uclc.uci.edu/> including:  Laboratory Core Safety, Hazardous Waste, Blood-borne Pathogens, and Viral Vectors if the work involves viruses.

**hSCRO & IBC Approvals**

Provide a copy of approvals indicating the SCRC Core Facility as one location and names of personnel.

**Discontinuing use of the UCI SCRC Core Facility**

I understand after discontinuing use of the UCI SCRC Core Facility, I must:

Transfer back to my home lab and/or discard any digital and tangible materials within 1 month,

Notify Core staff so that accounts and physical space can be purged, and

Keys and access cards can be returned to Core staff.

**All abandoned items will be discarded.**The Core Facility and its staff will not be liable for any loss.

All Stem Cell Tissue Culture users must abide by these rules. These rules help to provide a clean space for Stem Cell culture. If anyone witnesses someone not following these rules, immediately contact the Building Manager (Allia Fawaz; [Fawaza@uci.edu](mailto:Fawaza@uci.edu)).

Immediately report to Core personnel any accident, injury, spill of biohazardous material, equipment or facility failure (i.e., ventilation failure), and /or any breakdown in procedure that could result in potential exposure of laboratory personnel, staff, or the public to biohazardous or toxic material.

The CRISPR Core area is not part of the shared area in the back of the room. Shared space includes the front 4 incubators, front fridge/freezer, the water bath, and two front biosafety cabinets (#2 and #3). Biosafety cabinets require iLab reservations.