

# Common cell culture laboratory rules

(Geotec 00200 00 040 e 00200 -1 036)

## Lab access rules

1. Only authorized users can use cell culture labs. Dr. Erica Gentilin (facility manager) will authorize users after a mandatory and certified training: [https://www.dsfarm.unipd.it/servizi-dipartimentali/sicurezza - Addestramento](https://www.dsfarm.unipd.it/servizi-dipartimentali/sicurezza-Addestramento)  
Only after the training, the user badge will be enabled to open the Cell Culture Facility doors.
2. A clean laboratory coat must be worn while working.

## Lab use rules

1. It's forbidden to open the room windows while working or to take out from the laboratories materials or instruments without authorization. Lab door must be always closed.
2. All users must book the hoods using the online DSF page, indicating surname, phone and supervisor (<http://147.162.61.199/strumenti2>, Cell Culture Facility).
3. Clean all benches with ethanol 70% and remove not necessary tools.
4. Start hood flow more or less 20 minutes before start working.
5. Before introducing all tools (micropipettes, pipette controller, bottles...) in the hood, clean them with ethanol 70%.
6. Before and after your working time, clean all hood tops, walls and glass with ethanol 70%.
7. It's strictly forbidden to use the bleach (sodium hypochlorite) to clean the steel surfaces of hoods and incubators.
8. At the end of your working time, the glass flasks containing the liquid waste derived from the vacuum pump must be emptied and washed with ethanol or bleach. The liquid waste must be discarded as described below. It's very important not to overfill the glass flasks, to avoid contaminating and damaging the vacuum pump.
9. Switch off and close the hood at the end of your working time, if there are no other bookings immediately after. Switch on the UV light only if you are the last user of the day.
10. All material contaminated by cell cultures must be disposed of as special waste, as shown in the following table:

Material	Type of bin
Uncontaminated plastic and paper (e.g. clean plastic bags)	<i>Rifiuto secco</i> (general waste, plastic bin or basket with a bag).
Bottles containing medium or other cell solutions	Plastic bottles should be kept to collect liquid waste.
Contaminated plastic (e.g. flasks, tubes, tips), paper and gloves	Solid biological waste (black bin, with coloured bag).
Serological pipettes	Solid biological waste (black bin, with coloured bag). <u>ATTENTION: arrange the pipettes neatly, in order to fill the bin with the largest number of pipettes).</u>
Contaminated glass and cutting/stinging edges (e.g. pasteur pipettes, needles)	Halibox (small yellow bin with red or white cap). <u>ATTENTION: arrange the pasteur pipettes neatly, in order to avoid potential danger for all users.</u>
Cell culture liquid waste	In plastic bottles by adding sodium hypochlorite (bleach). Always keep them inside the basin. Once filled, the bottles should be placed in your solid biological waste bin.

## Ordinary cleaning and maintenance

1. Each research group that uses the common laboratory must carry out regular cleaning turns, as indicated in the [calendar](#).
2. Periodically check the water level in the water pan inside the incubators and change it completely with autoclaved water added with copper sulphate (available under or over the sink).
3. Remove the incubator shelves and clean them with 70% alcohol on both sides. Clean also the incubator walls with ethanol 70%.
4. Clean all the internal surfaces of the hoods (remove the worktop of the hoods with the help of the small black knobs. Clean the shelves on both sides, the walls and the underlying part with Lysoform, taking care to rinse it well, and then clean with 70% alcohol). Never use bleach on steel surfaces.
5. Each group provides itself with paper, gloves, bleach and alcohol 70%.
6. Each user disposes of its own biological waste (solid and liquid), carrying it to the *Deposito Temporaneo per i Rifiuti Biologici*, open every Friday from 9:30 to 10:00 in building B (geotec 00240 00 014), together with the [form](#) filled in and signed by the Research Group Supervisor. Bottles containing biological liquid waste and haliboxes containing pasteur pipettes or other sharps must be closed and placed inside the container for solid biological waste (black bin, with coloured bag). Before closing the bag, it is recommended to pour some bleach inside. Then close the bag with the appropriate clamp and then carefully close the bin with its lid. The group must also collect the new empty containers from the *Deposito Temporaneo per i Rifiuti Biologici*.

**Any equipment anomalies (hoods, incubators, vacuum pump, UV lamp...) must be promptly reported by opening a ticket in the [Help Desk](#) System (Dipartimenti > Dipartimento Scienze del Farmaco > Strumentazioni Scientifiche e Laboratori ...).**

**Finally, it is recommended to always maintain order and care in the use of the common laboratories in order to allow everyone to work in the best environment.**

## Useful references

Dr. Erica Gentilin (facility manager), [erica.gentilin@unipd.it](mailto:erica.gentilin@unipd.it) 049-8275082

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