Rules for commonly used central cell culture labs

(lab 0.01, 1.06, 2.05, and 3.26)

Hoods

Never put anything onto the front or back ventilation grille of the hood, this will interfere the laminar air flow and can lead to contaminations. Also don't put paper (protocols etc.) or styrofoam boxes into the hood, this will contaminate the sterile workspace.
All materials that you use should be disinfected with 70% Ethanol (S1) or Incidine (S2) before you put these items into the clean working area.
The hood working place has to be cleaned after work with the appropriate disinfectant, also under the work plate, if there was a leakage or spilling of liquids.
The monthly intensive cleaning of the hoods has to be performed by the group members according to the plan. During the cleaning procedure the ventilation has to be switched off! No tissues must be left under the hood plates, since they can be sucked inside the device with the consequence of expensive repairs. Occasionally, the filter fleece needs to be exchanged, which can be done during the cleaning procedure. New fleece can be found in the second floor cupboard next to room 2.02. Please pay attention on the type of fleece needed! If the hood is equipped with an UV emitter, the program should run after cleaning for desinfection (~1h). If not, a mobile UV-light can be obtained from the lab managers and installed for 1h.

Pipettes

Only single wrapped plastic pipettes have to be used in S2 labs. Collect used pipettes for disposal in special autoclavable waste bins. **Glass pipettes** should be used in S1 labs to minimize plastic waste. Pipettes contaminated with protein etc. should be rinsed once or twice with the soaking solution.

Pumps

The pump-bottles have to be changed by the users themselves. Do not manipulate the switchboards of the installed pumps. Please only press "on", afterwards "start", nothing else!
Do not leave any fluid in the suction tubing. Rinse with 70% ethanol or Incidine after finishing your work. If vacuum pump is not working correctly or the under pressure is too weak, please check the "vacuum pump troubleshooting guide" first, before contacting the lab managers.

Centrifuges

Make sure that you use the correct pairs of cups, tube holders, adaptors, and that the rubber adaptors inside are complete. Use always all 4 of the same type of cups or plate holders during a run. DO NOT mix them. It is crucial to balance rotors during runs. Incorrect loading and uncontrolled, heavy vibration can lead to permanently damaging the centrifuge. In the worst case an imbalanced load can injure you or someone else.
After a leakage, clean the centrifuge immediately according to the Hygieneplan.

Incubators

Everybody culturing cells has to accept the responsibility for the sterility in the incubators. Please, also participate here in the turnover cleaning according to the plan of the respective lab! Refill and clean also the water reservoir! User manuals are available in the lab manager's room 2.08.

Waterbath

Please pay attention to the waterbath. A regularly cleaning is necessary for good laboratory practice.

Waste

Full **waste bins** (S1 and S2) with cell culture deposits have to be brought promptly to the scullery (room 2.29/2.30) by the users themselves. Empty waste bins are available for replacement on the short corridor on the 2nd floor. Put only potentially contaminated material into the autoclavable waste bins. Outer packaging has to be collected separately.
Used (dirty) glass and plastic ware, such as bottles, cylinders, beakers, etc., and liquid waste are collected in the scullery on respective red trays. Full table waste bags of S1 labs are collected in the waste bin in room 2.03.

Last not least:

If you happen to be the last person working at the hood in the evening, please close the pipette boxes, then switch OFF hoods, pumps, microscopes, and centrifuges (open the lid).
AutoMACS: “Sleep program” put Falcon tubes under the ports, while program is running, afterwards Eppendorf tubes with 70% ethanol.