



Policies and Practices

The Cell Culture Facility (B216/B217) is a Biosafety Level 2 Laboratory, managed by the Central Instrument Facility (CIF) and shared by different faculty/research groups of the Chemistry Department at CSU. All work must be performed using BSL2 guidelines. Failure to do so will result in suspension from this facility.

Prior to starting work, all CCF users must agree to adhere to the following policies and practices. Please initial next to each line and sign at the bottom of this document, and keep a copy with your training certificates and CCF New User Checklist.

BSL2 Biosafety Practices

- The door to the facility must be kept **locked AT ALL TIMES**. Check the door after entering and leaving. Do not prop the door open.
- Wash hands after handling viable material, after removing gloves and before leaving the laboratory.
- An eyewash station is available at the sink and is first aid only. Seek medical attention for every eye injury.
- Eating, drinking, smoking, handling contact lenses, applying cosmetics and storing food for human consumption are prohibited in the laboratory.
- All experiments must be performed in the biosafety cabinets (BSC) to contain the infectious agents or biohazardous materials being handled.
- Personal Protection Equipment (PPE) must be worn at all times. PPE includes closed-toe shoes, safety glasses, gloves, hair tight back and laboratory coats.
- The lab coat is to remain in the facility, and to be autoclaved when soiled.
- Gloves are to be disposed when work with infectious materials is completed or when the integrity of the glove is compromised. Gloves must be removed prior to touching clean surfaces (e.g. cabinet doors, keyboards, telephones,...) and cannot be worn outside the lab.
- Mouth pipetting is prohibited. Use mechanical pipetting devices.
- **Work surfaces must be decontaminated prior to and upon completion of work** and after any spill or splash of viable material. All materials used in decontaminating must be placed in the biohazard autoclavable waste bags, including contaminated protective clothing.
- All solid waste must be placed in the biohazard trash bags and autoclaved.
- Liquid waste is to be decontaminated in 10% bleach for at least 20 minutes before discarding down the sink.

- Broken glassware must not be handled directly by hand. Tongs, a dustpan and brush are located in the spill kits for your use. All broken glassware must be decontaminated before disposal.
- All sharps must be placed in the sharps container, which should be autoclaved and properly discarded when full.
- All cultures, specimens, or potentially infectious wastes must be placed in a container with a cover that prevents leakage, and secondary containment to avoid exposure during storage, transport, or shipping.
- All incidents that may result in exposure to infectious materials must be logged and reported to your supervisor and CCF manager. Large spills must be reported to EHS.
- **Every user is responsible for the upkeep of the lab and shared equipment and is expected to clean up after use.**

Equipment & Supplies

Provided by the CIF

- **Room B216** is dedicated for bacterial work. It has the following equipment for shared use:
 - Two BSC, Class II, type A2 with stools and trolleys
 - -80°C freezer
 - Incubator and incubator-shaker
 - Benchtop centrifuge
 - Water bath
 - Fridge/freezer
 - Biological waste transportation trolley
 - Fluorescence microscope

The room also houses some general use equipment, which may or may not stay in B216, depending on if these activities compromise the safety in the lab. This will be evaluated over time and will be decided upon consultation with all CCF PIs. All users of this equipment must be trained (online BSL1/2 at minimum) in order to get access to the lab:

- Balance
 - Autoclave (not to be used for waste)
 - Large volume centrifuge
 - Lyophilizer
- **Room B217** is dedicated for mammalian cell work only and has the following equipment for shared use:
 - Two BSC, Class II type A2 with stools and trolleys
 - Four incubators with CO₂ supply. It is recommended to use 1 incubator per research group.
 - Cryogenic storage system and liquid nitrogen
 - Water bath
 - Bench top centrifuge

- Biological waste transportation trolley
- Other supplies provided by the CIF include: hand soap, paper towels, BSC absorbent towels, disinfectants (ethanol, bleach, Lysol), kim wipes, biohazard bags and tape, pipette boats, spill kits

Provided by the User

Each project will supply the following:

- PPE (Gloves, lab coats, safety glasses)
- Pipettes and pipette tips
- Culture flasks
- Cryovials
- Cell scrapers
- Cell cultures
- Media
- Antibiotics and other additives
- Disposable tubes
- Any other miscellaneous supplies needed

I, _____ understand the list of policies and practices disclosed in here and I have been provided with the correspondent protocols.

CCF user: _____
Signature Date

Approved by CCF Manager: _____
Signature Date