



Universitat de Lleida
Serveis Científicotècnics
Laboratori de Cultius
Cel·lulars

DIRECTRIUS DE FUNCIONAMENT
DELS LABORATORIS DE CULTIUS
CEL·LULARS

SCIENTIFIC-TECHNICAL SERVICE CELL CULTURES

INTERNAL REGULATION OF CELL CULTURE SERVICE

DOCUMENT: DC-004
DATA: 07/10/2022
REVISIÓ: 2



I. User registration:

1. User: personal from IRBLleida, UdL, external, investigators or technicians that through a monthly or an annual fee, can use the facilities and equipment of the service.
2. Steps to register:
 - 2.1. Communicate to SCT-CC members via e-mail to: sct.cultius@udl.cat
 - 2.2. Training course with cell culture:
 - 2.2.1. On-line course or seminar + test proof = apt to work: Qualification certificate and agreement of good praxis.
 - 2.3. Assignment of work lab.
 - 2.4. The user staff that causes cancellation, must inform the SCT.
 - 2.5. Room 3.16 (Manipulation of biological samples derived from patients). Only authorized personnel who have been approved by the IRB security committee will enter and a specific job training course will be taken.

II. Clothing and PPEs in Laboratories

The IRB-Lleida culture labs are biosafety level 2 rooms (NCB2) where biological agents with moderate individual danger are handled, requiring the mandatory use of personal protection.

To achieve the requirements of NCB2 and to work with OGM, you must use:

1. Long sleeve lab coat.
2. Closed shoes.
3. Gloves of chemical or biological protection of a category appropriate to the risk which will be eliminated as biological waste. Under no circumstances equipment, surfaces or doors will be touched with work gloves, especially those in the Biosafety Hood (Biolla). It is mandatory to remove them before leaving the hood.

III. Access to installations (-1.3/1.9/2.9/2.16/3.9/3.16/4.11)

1. Only authorized users. Work without authorization, serious fault.
2. Entrance of non-users students such as OBSERVERS: accompanied and under the supervision and responsibility of a register user.
3. The doors of the laboratories will remain closed.

IV. Basic lab rules:

1. Following the rules from the WHO, is forbidden to eat, drink, smoke, chew gum, put make up, handle contact lens and store food or drink.
2. ORDER: The laboratory will be kept tidy, clean and free of objects not related to the work.
3. RESPECT: A respectful, responsible and cooperative attitude must be maintained with other users and with the service teams.
4. BOOKING AND REGISTRATION: It is mandatory to record in the register of the devices, although there is no other user working. Reserve equipment with tightened time limits, to allow to work other users. It is mandatory to reserve the same day.
5. TURN OFF EQUIPMENT: It is mandatory to close the bath, vacuum, hoods and microscopes when you finish working with them. Coordinate with the rest of the users present in the room.



6. CULTURE TRANSFER: It is not allowed to move cultures from primary rooms to line rooms without being previously tested with mycoplasma and with the consent of the service technicians.
7. DO NOT OPEN: the incubator while in auto calibration.
8. CLOSE THE DOOR: of the incubator carefully.
9. IT IS MANDATORY: to perform a test for mycoplasma after defrost new cell lines, those provided by other laboratories and those acquired (although certified as free of mycoplasma). The regulations in the clean room 2.16 are hardening. Mycoplasma controls are performed monthly and after the line defrost. For the lines acquired, contact with the service. (*)
10. It is VERY IMPORTANT to neutralize the vacuum biological wastes with bleach. (*) SCT-CC recommends performed prophylaxis against mycoplasma, specially acquired lines from other laboratories.
11. SIGN: the room during the use of germicide

V. Safety at work

Human errors and incorrect techniques danger the best measures designed to protect the laboratory members. For this reason:

1. The service will be communicated with the type of cells that are being worked on and what genetic modifications they carry (if they have or are being created).
2. All spills, accidents and actual or potential exposures to infectious material will be communicated to the person in charge of the service that will make available the spill kit and the instructions for its correct use, to the user. A written record of these accidents will be maintained, to avoid major damage and to find solutions to the problem.
3. The disposal of waste will be done through the recipients destined for this purpose.
4. In NCB2: The contaminated liquids or culture plates that must be eliminated will have to be inactivated by chemical agents (bleach or actril) or physical (UV). In other situations, with bleach.
5. Work surfaces will be decontaminated after use and after all spills of potentially dangerous material (spill kit).
6. In the case of finding the waste containers full, it is the responsibility of the user to close them and replace them with the reserve recipients. If it is a liquid waste container, empty the contents of the bottle to cytotoxic container and add bleach.
7. It is mandatory to know the guidelines of the cell service. These will set the good functioning of the Service and therefore, they will be updated periodically. <http://www.irbllleida.org/es/servicios-cientifico-tecnico/cultivos-celulares/>
8. The use of volatile toxic products in hoods and cell incubators is strictly prohibited. For that purpose, we have fume hoods.



VI. Sanctions

The UdL SCT-CC wants to implement a system of faults and penalties to ensure compliance with existing working rules in the rooms managed by the SCT-CC. SCT-CC gives specific eye training to all users according to the level of biocontainment they require. Users perform an exam that accredits them to be users of any room (except 3.16) and receive a "SCT-CC work training accreditation". In the case of room 3.16 users (Biocontainment 2+), a specific formation is performed followed by the signature of a "declaration of responsibility". Based on the above, it is considered necessary to implement a system of offences and sanctions that ensure compliance with the rules and the safety of users, SCT-CC personnel, service personnel present in Biomedicine and general population.

These sanctions will be previously arranged by the Research Commission and Government Board.