

## Internal Regulation

### Cell Culture Service IRBLleida / UdL



Universitat  
de Lleida



# Internal Regulation of Cell Culture Service from IRBLleida –UdL

## I. User registration:

1. User: Personnel from IRBLleida, UdL, external users, investigators or technicians that, through a monthly or an annual fee, are allowed to use the facilities and equipment of the service.
2. Steps to register:
  - 2.1. Communicate to SCT-CC members via e-mail to: [mrafel@irbllleida.cat](mailto:mrafel@irbllleida.cat)
  - 2.2. Fill the user's registration form specifying the research group and the project to charge the quota. <http://www.irbllleida.org/es/servicios-cientifico-tecnicos/cultivos-celulares/>
  - 2.3. Cell culture training course:
    - 2.3.1. On-line course or on-site seminar + assessment test = if suitable to work: working **accreditation and good praxis agreement**.
  - 2.4. Assignment of a cell culture lab.
  - 2.5. **ATTENTION Pis!!! TO AVOID UNWANTED CHARGES, DEPARTING USERS SHOULD COMMUNICATE THEIR DEPARTURE TO THE SCT-CC.**

## II. Clothing and PPEs in Laboratories

The IRB-Lleida cell culture labs are classified as biosafety level 2 rooms (NCB2). According to this classification, biological agents implying a moderate human danger can be handled and thus, personal protection is mandatory.

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

1. Long sleeve lab coat.
2. Protective shoes (no sandals/flip-flops).
3. Chemical or biological protection gloves appropriate to the risk. These gloves must be eliminated as a biological waste. It is mandatory to remove the second pair of gloves in the BioIIA when moving out of the hood.  
Remember that it is forbidden to manipulate the building common infrastructure with gloved hands.

## III. Access to the facilities (-1.3/1.9/2.9/2.16/3.9/3.16/4.11)

1. Only authorized users. To start working without the SCT-CC's authorization will be considered a serious infraction.
2. Entrance of non-registered users as OBSERVERS: only if accompanied and supervised by a registered user.
3. The doors of the laboratories shall remain closed.

## IV. Basic lab rules:

1. Following the rules from the WHO, it is forbidden to eat, drink, smoke, chew gum, make up, handle contact lens and store food or drink in the cell culture room.
2. ORDER: The laboratory will be kept tidy, clean and free of objects not related to the work. Avoid cluttering inside the cell culture hoods.
3. RESPECT: A respectful, responsible and cooperative attitude towards other users and staff is encouraged.

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4. BOOKING AND REGISTRATION: It is mandatory to keep a booking record for the equipment. This process must adapt the length of the time slots to allow other users work. It is mandatory to book the equipment in the same day of use.
5. TURN OFF EQUIPMENT: It is mandatory to turn off the bath, vacuum, hoods and microscopes when the work is finished. You must coordinate this process with the rest of the users present in the room. To leave the bath and the vacuum turned on is considered a moderate infraction.
6. ROOM TRANSFER: It is not allowed to move cell cultures between rooms without being previously tested for the presence of mycoplasma and with the consent of the SCT-CC.
7. Do not open the door of the incubators while in auto-calibration.
8. Close the door of the incubators carefully.
9. It is mandatory to perform a test for mycoplasma (i) after thawing new cell lines, (ii) after receiving cells from other labs and (iii) after acquiring cell lines (certified as mycoplasma-free). Regulations applying to clean room 2.16 are stricter. Mycoplasma controls are performed monthly and after thawing. For the cell lines from other labs, contact the service. (\*)
10. It is VERY IMPORTANT to neutralize with bleach the vacuum biological waste. Failing to do so will be considered a moderate infraction.  
(\*) SCT-CC recommends to perform prophylaxis against mycoplasma, especially with cell lines from other labs.

### V. Safety at work

Human errors and incorrect techniques endanger the best measures designed to protect the users. For this reason:

1. The service shall be informed about the type of cells and genetic modifications they have undergone.
2. All spills, accidental and potential exposure to infectious material will be reported to the person in charge of the service. The SCT-CC will provide you with the spill kit and the instructions for its correct use. A written record of these accidents will be maintained, to avoid major damages and to find solutions to the problem.
  - a. Any spill and/or accident not reported will be treated as a serious infraction.
3. The disposal of waste will be done through the appropriate containers.
4. In NCB2: The contaminated liquids or culture plates that are to be eliminated, will be inactivated by chemical (bleach or actril) or physical (UV) agents. In the rest of situations, with bleach.
5. Work surfaces will be decontaminated after work and any dangerous spill (spill kit).

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6. If the waste container is full, it is your responsibility to close and replace it with a new one. If the liquid waste container is full, empty the content in the cytotoxic container and add bleach.
7. Every user must keep up-to-date with the guidelines of the cell service. They will set the good operation of the Service and must be updated periodically. <http://www.irbllleida.org/es/servicios-cientifico-tecnicos/cultivos-celulares/>
8. The use of volatile toxic products in the cell culture hoods and incubators is strictly prohibited. For that purpose, we have the chemical hoods.

### VI. Warnings and Sanctions

1. Infringement of the guidelines or the rules of the SCT-CC (<http://www.irbllleida.org/ca/serveis-cientifico-tecnics/cultius-celulars/>) will result in written warnings to the user and the PI. The accumulation of warnings or their severity can lead to sanctions. The most serious sanction is the expulsion of the cell culture service.

#### Infringements

