

ATTENTION ALL TISSUE CULTURE USERS!!

01. All users to strictly follow instructions given during the authorization program.
02. Log book entry to be made for use of instruments in the facility.
03. Keep hoods/ balance area clean after use and ensure to switch off all lamps, laminar flow, and pipette aids before you leave.
04. Use UV lamps in hoods for 20-30 minutes if you are the first user in the day (need not be put on for every use during the day).
05. Do not displace common reagents, pipette aids, pumps etc.,
06. All flasks, media and reagents should be labeled with user name and date.
07. Do not pour or throw used media into water buckets; spent liquid media is to be discarded before being left for washing.
08. Use plastic-ware economically, and do not hoard near hoods, and in cupboards.
09. Make solutions like antibiotics, media, TE etc., in smaller quantities. It is better to make complete medium every week.
10. Freezing vials should have full name of cells, date/passage of freezing, and name of user. Do not keep frozen vials in -70 freezers for more than 72 hours.
11. Unused serum, media etc., to be returned to Staff
12. Do not reserve the hoods much before you start work, by switching on the laminar flow/putting UV lamp on.
13. Use vacuum pumps carefully (medium should not go inside the pump)
14. Please inform staff if there is accidental breakage or damage to equipment or glassware.
15. Regular maintenance of cells must be in 25 cm flaks only
16. Do not handle multiple cell lines at a time to avoid cross contamination
17. Perform all assays/ experimental cultures in recommended dishes (for eg. MTT assays should be performed in 96 well plates; samples for western blotting can be prepared from 24 well plates; cells for RNA isolation can be grown in 35mm dishes/ 6 well plates, etc.) TC staff can be consulted if the user is not sure.
18. Keep all reagents, bottles and vials for TC work in your group's tray with name.
19. Do not use the fridge/freezers to store your special reagents like plasmids/viral stocks, etc
20. TC staff to be informed if primary cells or viral expression systems are being used
21. Facility to be informed if any new cell line procured from outside CCMB is being used.
22. Ensure periodically that your stocks are mycoplasma free
23. Do not freeze vials of cell lines available in the facility beyond necessity. Remove extra vials from time to time. All frozen stocks from batches with mycoplasma are to be discarded.
24. Requests for authorization to use facility should be made online.
25. Make sure to clear off unwanted frozen vials when you are leaving CCMB.
26. Cells in culture are to be provided if human cell line authentication is required.
27. Do not encourage unauthorized users to accompany you into the facility.