

Safety Rules in the cell laboratory research unit

1. First-time lab users must report to the Head of Cell Culture Unit before starting work for Lab Regulations, Lab Safety Precautions, Lab Equipment, and Contact Person introduction.
2. Scientist must submit the booking form to use the biosafety cabinet beforehand, and should be on time. If you are late more than 30 minutes, others may instead use the cabinet.
3. Cell registration form must be submitted to the Head of Cell Culture Unit for EVERY cell to be used in the Lab. The form includes cell name, cell type, and Mycoplasma contamination screening results.
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 - 3.2 Research projects that require short term cell culture (within a month) need to fill out the cell registration form only on the first time that the cell is used in the lab.
4. There are two types of CO₂ Incubators:
 - **Verified incubator** is used ONLY for cells that are clear of mycoplasma contamination.
 - **Quarantine incubator** is for cells to be screened for mycoplasma contamination.
5. On any given day, the first lab user is responsible for turning on the biosafety cabinet UV light prior to use. During the day, after each use the UV light must be turn on again for at least 20 minutes. The last lab user would be turning off the cabinet switch.
6. Please clean the working area and the lab equipment that will be used in the sterile cabinet with 70% alcohol.
7. Please study the regulations and work instructions of the equipment you use from the equipment instructor.
8. Please fill out the lab use form by reporting the functioning of the equipment, in order to help the lab collect information for the maintenance process.

9. Please use an aseptic technique, wearing a lab gown and gloves during the lab work.
10. Please do not bring any food or drink into the lab.
11. After lab work, please put everything back in its order and clean the work station with 70% alcohol for other users' convenience and safety.
12. Please do not leave any equipment in the cleaning sink. After cleaning the equipment, please make sure the sink is clean. Please follow the rules for sending glass equipment to the cleaning room.
13. The last lab user, or if no one will use the lab within 30 minutes after you have finished: please turn off all equipment (e.g., hood, vortex etc.), water faucets, air purifier and lights before leaving the lab.
14. In the case of using the lab after 16:00 and during the weekends and holidays:
 - 14.1 Research Center affiliated personnel must inform the Head of Cell Culture unit in advance for working on weekends and holidays.
 - 14.2 For personnel not affiliated with the Research Center, inform the Head of Cell Culture Unit if you must be working after 4 pm. However, in the case of weekends and holidays, there must be a cell culture staffs present during the lab use.
15. In the case of incidence, please follow this protocol:
 - 15.1 Inform the head of the cell research unit.
 - 15.2 Record the incident and the primary solutions in response to the incident in the form located in front of the lab room.
 - 15.3 In case of an emergency, please contact a supervisor whose name is listed in front of the lab room.

Specific rules

1. Please leave your shoes in front of the room and change into clean shoes provided in the locker room.
2. Please put on the lab gown provided in the locker room.
3. Please use sterile non-powder gloves.
4. Please drop used gowns and shoes in the basket in the locker room.
5. Please put all trash from the lab in the bag and wrap the bag tightly. Drop the bag in the trash can next to the cold room and separate the trash based on the criteria.
6. Disposal of liquid waste:
 - 6.1 Please discard blood or body fluid in a bag and wrap tightly dispose it in the red bag next to the cold room every day.
 - 6.2 For culture media, In case of dumped into sinks. Please decontaminate with bleach following company protocol. Then leave it for 15-30 minutes before flushing down the drain with a lot of water.