

	DOCUMENTS SCT-CC			
	<b>GUIDELINES FOR WORKING IN CELL CULTURE LABORATORIES</b>			
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• **FINALLY:**

IF IS NECESSARY, CALL THE EMERGENCY SERVICES (PHONE: 112) AND / OR GO TO THE MUTUAL INSURANCE INDICATED ACCORDING TO ADSCRIPTION TO IRBLleida OR UdL.

NOTIFY to THE RESPONSIBLE FOR THE SCT-CC AND FILL AN ACCIDENT NOTIFICATION FORM.

### 13. ANNEX I. Tasks of maintenance of devices and laboratories

- **Laminar / horizontal flow hood** should be disinfected thoroughly once a year. These pass an annual review of the flow and level of particles. Its surface and walls should be cleaned and disinfected with alcohol every time it is used.
- The **hypoxia hood** passes a review once every year. Oxygen should be calibrated once a trimester.
- **Laboratories of cell culture** must have a daily basic cleaning, as well as a deeper one or two times per year to minimize the accumulation of dust and other particles.
- **Liquid nitrogen tanks** must be periodically checked by ensuring a liquid phase and a steam inside the tanks where the cells are stored. These will be resumed according to the needs.
- The levels of CO<sub>2</sub>, O<sub>2</sub>, N<sub>2</sub>, and synthetic air should be periodically checked to ensure the supply of incubators and the hypoxia camera.
- The **incubator** must receive CO<sub>2</sub> at a pressure of 0.8-1.5 bars. It must be disinfected thoroughly (change of filters, disassembly ...) once or twice a year or depending on the need. During the rest of the year, the base, doors and water tray must be cleaned periodically.
- The **bath** should be cleaned periodically with soap and water and fill it to cover the resistance with distilled water. The head of the **bath** if the alarm rings may be cause it is overheating, more water should be added to the bath and *reset* the head (small button in the back, access with a pen tip).
- **Microscope lamps**, stereomicroscope, and fluorescence lamps must be changed when they are melted or when they have exceeded their maximum number of hours of life. At that time, the microscopes must be checked and check that the new lamps are centred.
- Any incident or failure must be contacted with the technical service of the specific device.