

GUIDELINES FOR THE COCF USERS

(01/09/06)

EQUIPMENT

The Cell and Organism Culture Facility (COCF) is a multi-user facility located in Biology Annex 106 that serves the academic community of multiple colleges on campus. The COCF includes a **biological safety cabinet, CO₂ incubators, inverted phase contrast microscope, and a fluorescent microscope** interphased to a computer equipped with software for live cell imaging. The COCF also includes ultra low freezer, -20°C freezer and refrigerator for the storage of culture media and reagents for cell culture only. General lab equipment includes a tabletop centrifuge, water bath, and microscale balance.

MANAGEMENT

Dr. Jeff Arterburn (jarterbu@nmsu.edu): NM INBRE Director.
Dr. Graciela Unguez (gunguez@nmsu.edu): faculty supervisor
Dr. Hyun-Jung Kim (hjkim@nmsu.edu): manager.

USER GUIDELINES

1. Access to use the facility is initiated by submitting the [COCF Access Request Form](#). All users will have to provide (or replace) their own expendable supplies. Access fees will be used to defray the costs of continuing maintenance requirements.
2. The use of the major instrumentation in COCF will require training prior to use, supervised by the COCF staff. The COCF staff will determine, on a case-by-case basis, whether the scientists have sufficient skill levels to operate the instrument autonomously, or whether continued COCF staff assistance is

required. Users can request independent user status by submitting the Independent User's Form.

3. Completion of safety training offered by NMSU Environmental Health and Safety (<http://www.nmsu.edu/~safety>) is required prior to use of the facility.

Biosafety class (# 2005120)

Bloodborne Pathogen (# 2005121)

4. Users will be required to bring their own expendable supplies or to replace expendables used at the facility. Users will also be assessed access fees (see schedules below) to support the costs of service contracts and other maintenance costs, as well as technical assistance and/or supervision when appropriate.

5. Scheduling of activities in the facility will be assigned by the COCF supervisory staff, after review of a user request document justifying need, provision for appropriate safety training and supervisory oversight, and prioritized based on availability of the instrument.

6. COCF staff will provide guidelines for aseptic techniques. Users are expected to fully understand the importance of aseptic technique in the facility and follow the guidelines to maintain:

A quiet working area

Cleaned work surfaces

A high degree of personal hygiene

Proper pipetting

Sterile handling of equipment and reagents

Appropriate use of laminar flow cabinet

(Adopted from *Culture of Animal Cells* by R. Ian Freshney, 3rd edition)

7. General rules for use of facility

Storage

- a. Everything brought to and stored in the facility (shelves, drawers, refrigerators and freezer) must be labeled with your names and your PI's name.
- b. Refrigerators can only be used to store the items to be used for cell culture.
- c. Users have access to the $-20\text{ }^{\circ}\text{C}$ and $-80\text{ }^{\circ}\text{C}$ freezer for the storage of unstable materials.

Biosafety cabinet (laminar flow hood)

- a. Turn on blower and inspect the hood. The hood should have been cleaned by the previous user to avoid contamination problems. Wipe down the surfaces in the hood with 70% ethanol.
- b. When you finish your work, remove any items that you may have brought into the hood.
- c. Wipe with distilled water and ethanol, turn off the blower and close the hood.

Rules for use of incubators

- a. Everything in the incubators must be labeled with your name and, PI's initials, date and cell line.
- b. Use only the incubator allocated for your research.

SAFETY AND SECURITY:

The COCF policies are intended to ensure compliance with OSHA regulations and NMSU insurance provisions. All activities must be supervised either by COCF staff or by responsible faculty or full-time regular staff of their respective labs. COCF supervisory staff will have keys and will maintain primary security of the facility.

Standard hours of operation will be M-F 8am-5pm. Use of the facility after-hours will be granted only in exceptional circumstances after the justification is considered and approved. Exceptional after-hours use requests will be processed via submission of a form justifying the need and demonstrating adequate safety supervision, reviewed by the COCF staff and approved by the supervisor.

All individuals working in the facility must demonstrate satisfaction of OSHA safety training requirements in their home laboratory, as well as a safety training and user orientation program specific to the COCF instrument to be used and administered by the COCF supervisory staff or other approved trainers. Appropriate dress requirements for the facility will be reviewed during the training and orientation. Users are required to provide their own garments and safety apparatus.

When equipment is in use, an approved supervisor (i.e., the COCF supervisory staff or an approved staff member/faculty of the user's lab) must be accessible during work hours. ***Students cannot serve as approved supervisors.*** Abuses of the facility and/or supervisory obligations will be referred to the COCF management and can result in a written warning and/or disbarment from future use of the instrument.

Safety training and related issues will be enforced by the COCF supervisory staff.

IMAGE ACQUISITION AND ANALYSIS:

A computer is dedicated to the phase contrast/fluorescence microscope to capture primary image data. This computer includes a CD-burner, and all users are required to transfer their data to their own CD. No data will be allowed to be stored in the

computer. The cost of using this computer is included in the basic access fees for the phase contrast/fluorescence microscope.

TRAINING FOR SPECIALIZED INSTRUMENTS:

The COCF supervisory staff will provide training, clearance to operate instruments autonomously when appropriate, and general supervision to use the microscopes and computer-based imaging software. Based on the interest and/or skill level, some users might require continued supervision by COCF staff during equipment operation.

RESEARCH SERVICES:

Research services and technical assistance to use mammalian cell culture and fluorescent microscope will be provided by the COCF staff on a fee basis (see schedules below) only as time and resources permit.

Maintenance of Facility and Instruments:

The COCF supervisory staff will maintain the facility and review all complaints including safety related issues.

Access fees will be assessed (please contact Dr. Unguez for details) to support the maintenance and service on the major instruments. These fees are subject to change annually or as needed, as actual maintenance billings are received.