



Standard Operating Procedure
for
Storage of Cell Lines in SCCF LN2 Dewar

1.0 PURPOSE

To describe how to best document cell lines stored in LN2 Dewar in SCCF.

2.0 SCOPE

All users who store or retrieve cell lines from the WNYSTEM SCCF LN2 Dewar

3.0 PROCEDURE

3.1 Dewar will be located in Stem Cell Culture and Analysis Facility in JSMBS room 3120.

3.2 Dewar will be checked weekly for LN2 levels and filled as needed.

3.3 Cell lines will be maintained in vapor phase of LN2 whenever possible.

3.4 A spreadsheet will be kept documenting all cell lines stored in the WNYSTEM SCCF Dewar. This spreadsheet will contain the locations of vials, date of freezing, name and initials of person freezing cells, Cell line name, passage level of freeze and any other pertinent information such as use of feeders, freeze medium, culture medium, etc. Users will update electronic version of spreadsheet as soon as possible after cells are transferred to LN2. Duplicates of the spreadsheet will be kept by Drs. Stachowiak and Gronostajski.

3.5 All vials stored in WNYSTEM SCCF Dewar will be labeled with the Date, Cell line, passage level (pXX) and initials of the user who froze them.

3.5 Costs for LN2 will be paid from the SCCF RF account or the WNYSTEM UBF account as appropriate.

Created by R. Gronostajski, 1/16/18, SOP43.0