



Standard Operating Procedure for ***Use of Tissue Culture Hoods in Stem Cell Culture Facility***

1.0 PURPOSE

Describes appropriate use of tissue culture hoods in SCCF.

2.0 SCOPE

Applies to all workers who use the hoods in the SCCF.

3.0 PROCEDURE

3.1 1) Ensure that sash on hood is completely closed.

2) Turn on blower and UV light, let them run for 15 minutes before using hood.

3) After 15 minutes, turn off UV light and raise sash to line marked on hood for use. Must be careful to ensure alarm does not go off.

4) Wipe down surface of hood with 70% ethanol. Wipe down pipet aid with 70% ethanol

5) Turn on vacuum and outlet as needed and use hood.

6) After use, wipe down surface of hood with 70% ethanol, turn off vacuum and outlet, lower sash and turn on UV light for 15 minutes.

7) After 15 minutes, turn off UV light and turn off blower. Leave sash closed.

8) Enter Date, Time In, Time Out, Hours Used, Cell Line Used, Name and Lab on Hood Log Sheet.

3.2 General good practices for hood use.

1) NEVER block any part of the front horizontal grill with anything, pipettor, pipette box, etc. The vacuum tubing should be pushed as far to the side as possible.

2) WASH hands with gloves with 70% ethanol before using hood. Wash down everything that goes into the hood with 70% ethanol if possible.

3) Keep a MINIMUM of material in the hood when not in use to promote sterility.

4) NEVER work with the sash at any level other than the normal working level.

5) AVOID (when possible) placing your hands or arms directly above plates or tubes to avoid the flow of air knocking off material into your plates, bottles, etc.

6) CHECK the pressure gauge occasionally for any odd pressure changes. Holes in the HEPA filter will alter pressure.

7) CLEAN up all spills immediately.