



**Guidelines for researchers in the NYSCF Laboratory  
and User Agreement**  
[www.lab.nyscf.org](http://www.lab.nyscf.org)

To help us maintain the NYSCF laboratory, we ask that you read and follow these guidelines and be considerate of other users. If you have questions or requests, need advice on procedures or have any suggestions or concerns, please do not hesitate to contact NYSCF staff at any time.

**Access to the Laboratory**

- The laboratory is located in the Lasker Building at 3960 Broadway in the Lasker Audubon Business and Technology Center on the 4<sup>th</sup> Floor, Rooms 450A-E.
- All potential users must first obtain permission from NYSCF. Please contact the Laboratory Manager, Lauren Vensand at [lvensand@nyscf.org](mailto:lvensand@nyscf.org). Permission can be granted in two forms: supervised or open access.
- Supervised access: the user will only be allowed access to the laboratory during business hours (9am to 5pm) or as scheduled in advance with NYSCF staff. In this instance the user will not be issued a key card.
- Open access: the user will be issued with a key card, which will permit access to the laboratory for the duration of the project.

**RB/ESCRO Approvals**

- Users are responsible for having their own MTAs, ESCRO, and IRB approvals for any research performed in the NYSCF laboratory, as appropriate.
- A copy of any approvals must be supplied to NYSCF's Human Subjects Research Coordinator prior to starting work.

**Confidentiality**

- All laboratory users are required to sign a Confidentiality Agreement

**NYSCF Product Purchasing Policy**

- Project specific reagents, antibodies, etc. can be purchased through the researchers own discretionary funds at home/base institute and brought in unopened to the NYSCF

laboratory OR the product can be purchased through NYSCF and the home/base institute will be invoiced by NYSCF.

### **Resource Availability**

- Users should create a log-in account on the NYSCF Laboratory website to view the Confocal Microscope and FACS Aria availability. Contact the Laboratory Manager to schedule use of other equipment or with questions about scheduling.
- For use of the Confocal Microscope, you can log-in at the NYSCF Lab website and schedule a time on the calendar.
- To schedule the use of the FACS Aria, please contact David Kahler at [dkahler@nyscf.org](mailto:dkahler@nyscf.org) with a brief description of your project including cell type, treatments, and contact information. You can view the FACS Aria availability on the calendar at the NYSCF Lab website.
- Training in use of equipment should be arranged with the Laboratory Manager.

### **Access to computers and Data backup responsibility**

- Users are responsible for data saved on facility computers and should back up their data at the end of sessions.

### **Laboratory Etiquette and Safety**

- The Laboratory operates under Columbia University's safety policy; users are responsible for following these guidelines and attending the appropriate safety training courses.
- The Laboratory operates under BSL2 Plus requirements, which includes standard tissue culture and Lentivirus work limited to laboratory scale (using 3rd generation production systems). Users must receive training from the NYSCF Laboratory and carry out work according to these guidelines.
- All users are required to wear proper protective attire. This includes but is not limited to lab coats, gloves, and safety goggles according to safety regulations.
- All users are responsible for maintaining a clean workspace and reporting any equipment problems to NYSCF staff.
- Common use items should be returned to the designated location.
- Pipette guns should be charged after use.
- The tissue culture hood trap should be emptied, rinsed and bleached when it reaches the full line. Please check the level at the end of your session.
- The tissue culture hood should be cleared of any personal items, wiped down (1) water/detergent and (2) ethanol, and the UV lamp turned on after use.
- Solid waste, pipettes, tips etc should be disposed of in the containers provided.

- Liquid waste/chemicals should be disposed of in accordance with Columbia University's safety policy.
- Media/reagents should be labeled with your name, date (and contents if applicable).
- After completion of the project, reagents etc. should be removed from the Laboratory or storage arranged with the Laboratory Manager (see below - Cells/samples Produced in the NYSCF Laboratory). Any items not removed/stored will be disposed of.

### **Use of Viruses**

- Viruses for genetic manipulation of cells in culture may be used in the facility. Facilities are available for performing infections and culturing infected material. Please consult with the Laboratory Director or Manager for procedures before working with virus preparations.

### **Cells/Samples Brought into NYSCF Laboratory**

- Cell lines must be mycoplasma free. Regular testing of existing cell lines will be performed by NYSCF staff. All cell lines from outside sources are quarantined until they are tested mycoplasma-negative. If a cell line is tested mycoplasma positive, it must be discarded and the incubator must be sterilized.

### **Cells/Samples Produced in the NYSCF Laboratory**

- Work with mice cannot occur in the tissue culture laboratories. Mice can be dissected in the chemical hood in the analysis room. Only dissected tissue may be brought into the tissue culture facility for cell isolation.
- Storage of cell lines/reagents that cannot be returned to the home institution can be arranged subject to space availability. Please consult with the Laboratory Director or Laboratory Manager.
- Histology work, including work with PFA, must occur outside the tissue culture facility.

### **iPS/ES Cell Line Banking and Registration**

- NYSCF will bank and register any cell lines produced in the NYSCF laboratory

### **Use/External Distribution of Lines**

- NYSCF reserves the right to use lines produced within the NYSCF Laboratory. NYSCF will agree not to publish any research results generated using the lines, or distribute the lines, until either i) NYSCF and the external researcher co-publish; ii) external researchers publish; or iii) six months after derivation of the cell line.

### **Cost and Remuneration**

- Any charges for supplies, labor, administrative costs, will be agreed in principal by both parties in advance and will be recovered on a monthly/quarterly basis where applicable.

### Acknowledgements/Intellectual Property

- NYSCF should be acknowledged in any publications arising from work performed in the NYSCF Laboratory as follows: *This research was made possible through the use of The New York Stem Cell Foundation Laboratory*
- Any Intellectual Property arising from research performed in the NYSCF Laboratory is subject to the terms of the NYSCF IP Policy MAP01[B], which can be obtained from the Laboratory Manager.

NYSCF reserves the right to amend these guidelines and will notify users of any amendments.

All inquires should be referred to the Director of Laboratory, Dr. Scott Noggle at [snoggle@nyscf.org](mailto:snoggle@nyscf.org), or the Laboratory Manager, Lauren Vensand at [lvensand@nyscf.org](mailto:lvensand@nyscf.org).

Lab Email: [lab@nyscf.org](mailto:lab@nyscf.org)  
Phone: (212) 851-5422  
Website: [www.lab.nyscf.org](http://www.lab.nyscf.org)

### NYSCF Laboratory User Agreement

I have read and understand the above Guidelines for use of the NYSCF Laboratory and agree to abide by these conditions and any amendments.

Name of Researcher: \_\_\_\_\_

Research Group and Location: \_\_\_\_\_

Title of Research Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Researcher Email: \_\_\_\_\_

Researcher Phone Number: \_\_\_\_\_

NYSCF contact: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_