



Guidelines for NYSCF Laboratory Staff Members and Agreement

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 another NYSCF staff member 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 4th Floor, Suite 440/450 and Room 401.
- You will be issued a key card, which will permit access to the laboratory
- In the tissue culture room 450D, there is a master key to the labs and a key to the office. These keys are not to leave the NYSCF Lab, under any circumstances.

Purchasing Reagents and Equipment

- Project specific reagents, antibodies, etc. can be requested to purchase on the NYSCF Lab website. Please fill out the form on the website with the name of the ordering company, catalog number, description of the item, price if known, and quantity of the item(s), and project. Please indicate if the reagent is urgent, otherwise we may wait to have multiple items from the purchasing company before ordering.
- Equipment purchasing must be approved before ordering. Please talk to Scott Noggle if you would like to purchase new equipment.

Resource Availability

- To schedule the use of the FACS Aria, please speak with David Kahler about your project and your cell type/treatments. You can view the FACS Aria availability on the calendar at the NYSCF Lab website.

- To schedule use of other specialized equipment, including the confocal microscope, please use the calendars on the NYSCF Lab website. This is important because we have a number of outside users and it will help those users schedule their time more accurately. Obviously, you are welcome to use the equipment when it is not in use, but please be advised of the online schedule. The NYSCF Laboratory website is <http://www.lab.nyscf.org>.

Data backup responsibility

- You are responsible for data saved on facility computers and should back up your data at the end of sessions. You will be issued a memory stick to move and store your data.

Laboratory Notebooks

- You are responsible for accurately maintaining your laboratory notebook. It is preferred that you keep an electronic notebook and each month you will need to convert your notebook to an Adobe document and have another NYSCF employee sign and witness it, before being sent to a secure data site using the NYSCF Witness Form. You also need to have a NYSCF employee sign and witness any hard copy notes or data that you have, once per month.

Laboratory Etiquette and Safety

- The Laboratory operates under Columbia University's safety policy; you will need to attend and complete the following courses and may require additional courses depending on your specific projects:
 - Lab Safety/Chemical Hygiene/ Hazardous Waste Training
 - Formaldehyde/Xylene Safety Training
 - Bloodborne Pathogen & Safety Training
 - Certificate of Fitness (COF) Holder Training
- The Laboratory operates under BSL2 Plus requirements, which includes standard tissue culture and Lentivirus work limited to laboratory scale (using 3rd generation production systems). Staff must receive training and carry out work according to these guidelines.

- All Staff are required to wear proper protective attire. This includes but is not limited to lab coats, gloves, and safety goggles according to safety regulations. Closed toed shoes are required.
- All Staff are responsible for maintaining a clean workspace and reporting any equipment problems.
- 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. 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 Produced in the 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 lines is tested mycoplasma positive, it must be discarded and the incubator must be sterilized.
- 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.

- Histology work, including work with PFA, must occur outside the tissue culture facility.

Collaborative Projects with NYSCF

- If you design a project that is in collaboration with an outside user, you will need to get approval from Scott Noggle.
- Please make sure that the collaborator you are working with signs the NYSCF Laboratory Guidelines and User Agreement **before** beginning any work in the NYSCF Lab.
- If the person that you are working with requires access to the NYSCF Lab when you are not present, please get approval from Scott Noggle, and we will issue that researcher a key card.

NYSCF Laboratory Contact Information

Lab Email: lab@nyscf.org

Phone: (212) 851-5422

Fax: (212) 851-5423

Website: <http://www.lab.nyscf.org>

NYSCF Laboratory Staff 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 NYSCF Employee:

NYSCF Title:

Employee Start Date:

Email:

Phone Number:

Signed:

Date: