

**DEPARTMENT OF CHEMISTRY**  
**GUIDELINES FOR TISSUE CULTURE ROOM**

The Department of Chemistry has Five Tissue Culture (TC) Rooms (Room P2411, P2423, P2427, G1517 & G1703) for cell culture experiments. The TC Room Technical Officer-In-Charge (TO-In-Charge), Mr. Lau King Kwan Kenneth, is responsible for the management, maintenance and coordination among users of the TC Rooms. Dr Kong Y C Richard, the University Biological Officer & Staff-In-Charge of the TC Rooms and Ms. Ng K Y Helen, Chief Technical Officer, will mediate if problems arose. TC Rooms are shared communal facilities and TC Room users are STRONGLY advised to carefully read and observe the following guidelines before starting your experiments. Failure to follow the guidelines can result in contamination and suspension of the facility.

**General Rules:**

- Contact the TC Room TO-In-Charge to take a “basic” training course in cell culture techniques which involve viewing a tissue culture training video, technique demonstration by the TO-In-Charge followed by a short written test;
- Conduct a risk assessment on your experiment(s) and attend a briefing by the TO-in-charge;
- All TC Rooms are specific for cell or tissue culture works only;
- No infectious microorganisms to be brought into TC Rooms;
- Use appropriate personal protective ware (e.g. safety goggles, gloves and laboratory coat) at all times.

**User Rules:**

- Signing-in in log book. Please report any irregularity to the TO-In-Charge;
- Perform potentially hazardous experiments in a BIOSAFETY CABINET (BSC).
- Observe aseptic techniques and practices (e.g. sterilization of equipment and reagents before entering the BSC). This includes cleansing of work space with 70% ethanol and maintenance of overall cleanliness after use;
- Be aware of spill clean-up procedures;
- Follow waste disposal procedures (see below);
- Signing-out in log book, and turning ON the UV lamp when leaving the TC Room after use;
- Make sure equipments and facilities inside TC room are in good and clean condition;
- Report all contamination outbreaks to the TO-In-Charge;
- Violation of the above rules would result in warning from the Department, and restricted use of the TC facility in the case of repeated violations.

## Booking

The following research groups are assigned to the following TC Rooms to facilitate management and monitoring procedures.

Room	BCH Users	Ex-BCH BMS Users
G1517	Dr Doris Au	Prof SH Cheng, Dr Terrence Lau
G1703	Dr Yun Lam	Dr Eddie Ma
P2411	Dr Richard Kong, Dr Kwok CK	
P2423	Dr Zhu GY, Dr Sun HY	Dr Cheung HY
P2427	Prof TC Lau, Prof Ken Lo, Dr Peggy Lo	

- Registered users may book the TC Room that has been allocated to their research group. TC Room users may contact the TO-In-Charge to coordinate the use of another TC Room if the assigned TC Room is fully booked;
- Booking form of each TC Room is available in our “Online Equipments/Facilities Booking System”. All users should adhere to the booking times as far as possible, and notify the next user if you should finish before the scheduled time;
- Cancel the booking (as soon as possible) if you do not require the use of the TC Room;
- If a user does not turn up after 30 minutes of the booking, the TC Room will be released to other users.

## Safety Issues

- The TC Rooms are equipped with overhead UV lights for whole room treatment. The switch of the UV light (a socket with a U-shape key) is installed outside the TC Room. A RED warning lamp in the buffer area is turned on when the UV light is active. **Before entering a TC Room, turn off the UV lamp and unplug the UV light key;**
- Users are encouraged to work during regular working hours (9:00 am – 5:30 pm). If you are working outside normal working hours or on weekends, you should notify someone of your whereabouts and your expected time of return. Student helpers and final year project (FYP) students are NOT ALLOWED to work alone in a TC Room. They should be accompanied by a postgraduate student or staff at all times.
- Users who need to work after 11:00 pm or overnight in laboratory have to inform FMO at x8888 the latest by 5:00 pm on the same day. Users have to collect a personal alarm from Ms. Helen Ng, Chief Technical Officer (ext 4080), so as to get emergency help if required;
- Report all incidents and accidents immediately, irrespective of their seriousness to FMO Security (x8888), TC Room TO-In-Charge, Supervising Academic Staff, and Laboratory Safety Officer.

## Equipment

### CO<sub>2</sub> Incubator

- NO infectious materials and microorganisms are allowed in the incubator;
- CO<sub>2</sub> incubators are kept at 37°C and 5% CO<sub>2</sub>. You must contact the TO-in-charge if your experiment requires a different setting. Users **ARE NOT** allowed to alter the setting of the CO<sub>2</sub> incubators without prior arrangements;
- All culture flasks and plates should be labeled properly including name, cell type and date. Any unidentified cultures in the incubator will be disposed of without prior notice;
- Clean spilled medium on the shelf with 70% ethanol immediately;
- Make sure the inner door is closed and locked before close the external door of the CO<sub>2</sub> incubator.

### Biosafety Cabinet (BSC)

- NO infectious microorganisms is allowed to take into the BSC;
- Report to the TO-In-Charge if the pipette-aid or the suction is contaminated;
- Empty and clean out the waste beakers in the BSC after use;
- Turn off the town gas and suction when you finish; and make sure no personal belongings are left in the BSC;
- Clean the hood with 70% ethanol, and then turn on the UV light.

## Waste Disposal

- Discard all disposable plastic culture wares, including flasks, plates, pipettes, syringe bodies, tips etc., into designated biological waste bins for autoclaving;
- Dispose of all sharps including broken glassware and syringe needles into designated sharps container;
- Disinfect all waste cell culture medium with Clorox before disposing of into a sink.

I \_\_\_\_\_ certify that I have been shown the correct procedures outlined in the Tissue Culture Room. I will adhere to the above at all times when performing experiments.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name of Supervisor \_\_\_\_\_