IVF LAB POLICIES - JANUARY 2016

General

- Be open to constructive criticism from peers. We all work together & depend on each other.
- Clean up after yourself and make sure everything is cleaned up when you leave the lab.
- If something needs done, do it yourself instead of waiting for someone else to do it.
- Keep the door to the embryo lab closed.
- Do not open the outer door when the incubators are open and vice versa. Please enforce this rule by reminding others when they are working.
- If we are low on supplies or you open the last box, write it on the order list. Do not tell Jim and expect him to remember and do not tell the person who is assigned to check inventory – do it yourself.
- Culture dishes that will be used in the incubator should be opened and closed inside the hood.
- Keep the inside of all packages of dishes sterile. Do not place your hand inside the bag; tape bags securely before placing back in the drawer.
- Try to communicate with others. If you can’t find them, leave them a note or use the dry erase board on the door of the IVF room.
- Each person is assigned a Drummond or wiretrol. Only use your assigned instrument. If yours is damaged, fix it or ask for help.
- Wash hands before beginning work in the lab.
- Take out the trash when the can is full.
- We will not flame the openings on bottles with plastic rims or seals.
- Empty small trash containers after each use.
- Replace sticky mats whenever the stickiness is lost.
- Use a complete package of plates before opening a new one; avoid accumulation of open bags in the drawers next to the hood

Visitors

- Persons who don’t have a reason to be there related to the activities of the culture room should not come into the IVF culture room. If it is necessary for them to come in the lab, ensure that they wash their hands before entering the lab. WE WELCOME SCIENTISTS OR OTHERS WHO ARE THERE TO LEARN but we don’t want the culture room to be a place for activities that don’t need to be done in the culture room.

Dishes/Cleanliness

- All dirty dishes should have tape removed, rinsed with water and then submerged into the dish bin. Don't drop them in.
- If the dishwasher is not available, notify the lab by writing a note on the board. When the dishwasher is not available, the lab is responsible for cleaning dishes.
- Dishes should be cleaned and autoclaved by Friday morning or, if the dishwasher is not available, by Friday night.
- If you need something from the dishwashers, see Liz.
- Tighten lids on all bottles before placing on the shelf.
- Make sure the outside of the mineral oil bottle is free of oil (wipe off if necessary).
- Only use PCC-free as detergent on IVF dishes.
- Tri-sided beakers used for ovaries are washed, rinsed, and dried by each person using them – do not soak for later washing.
- Culture glassware for use for IVF should not be used in the main lab.
- If oil spills in the hood, clean with water, then with ethanol (this reduces staining).
- Keep clutter out of the IVF lab-avoid storing things on the benches and clean the benches where dust settles.

Ovary Collection/Slashing

- You are responsible for preparing buckets and media for ovary collection.
- First thing in the morning check and make sure maturation plates are prepared. If they are not, make them.
- Rinse ovary buckets and place in biohazard.
- Wash tri-sided beakers used for ovaries following lab washing protocol.
- Rinse beaker well and submerge in the beaker tub.
- Thoroughly clean the bench with Windex and then follow with 70% ethanol.
- Place ovaries in disposal bucket (sealed container) after dumping out any liquid down the sink. The bucket is kept in the walk in cold room.
- Discard ovaries in offal room. This is to be done every Thurs or Friday by Jim. Don’t store used ovaries for more than three days in a sealed bucket. REMEMBER: NO PAPER, PLASTIC OR ANYTHING BUT TISSUE IN THE OFFAL ROOM BARRELS AND DON’T THROW OVARIES INTO BARRELS WITH HIDES OR EMPTY BARRELS
- When making fertilization plates, always make at least one plate per person. Write it on the board if you need extra HEPES-TALP or something special (including no plates).
- The last person should throw out any residual medium, remove tape, and rinse and place bottles in dishes tub. Also they should rinse any small beakers used and place in the small beaker tub.
IVF/IVC

- First thing in the morning check that IVF plates and supplies are prepared, if not make them. Refer to the white board for the number of plates people need.
- Clean counters and microscopes (not the objectives) with ethanol before you work and after you work. Clean objectives with ethanol (NO WINDEX).
- Clean up after you are done!!!!
- Place dishes and any other biohazards in the zip top bag in the biohazard bucket (this may include tips, centrifuge tubes, etc). Remove the bag and place into the biohazard box. Replace the bag when full, don’t wait for someone else to do it.
- Straws used for each fertilization will be bundled together. The bundle will be labeled with the date & initials of users and stored on Jim Moss’s desk.

Semen

- Except for the 2 IVF tanks (no inventory), record movement of semen into and out of tanks

Incubator

- Remove old media and un-needed dishes from incubator.
- Keep door open for only a short period of time.
- One person will be assigned to maintain calibration on the incubators. Incubators should be checked weekly and data recorded on the log sheets located on the incubators.

Lab Cleanup

- One person is assigned each week to clean up the culture room (currently dishwasher).
- Record cleaning activities in the IVF Media Log Book.

Media Preparation

- Media will always be made by two people working together (to avoid errors). PJH will make the media maker assignments.
- Each week, media makers will prepare any medium in which amount in stock is less than needed for the upcoming week as well as any aliquot for which there are less than 10 tubes.
- If anyone expects to use large amounts of a particular medium, they should notify the media makers.
- Wash your hands first.
- Clean the hood before and after you work in it.
- Open bottles of media in the hood only (except OCM)!!!
- Place bottle caps upside down.
- Be as sterile as possible at all times.
- Work inside the hood.
- If the pipette tip touches anything other than the inside of a sterile bottle or sterile dish, throw it away and start over.
- Each time media or media supplements are prepared, record in the IVF Media Log Book. This includes: date, name, and lot number.
- Record in the IVF Media Log Book anytime a new bottle is opened.
- Base media will be ordered or made by Jim + Liz. New batches of base will be prepared one month before needed. SOF-BE2 (stock) and stocks for HEPES-TALP, and IVF-TALP will be tested in an IVF run after a base change before release for general use.

Bi-Annual Cleaning (week before SSR and Christmas)

- Incubators (taken apart cleaned with water and ethanol)
- Defrost freezer in outer culture room and freezer compartment in culture room fridge
- Calibrate incubator temperature
- Check temperature of warming stages
- Check pH of media equilibrated in all incubators

Annual Maintenance (mid year)

- Microscopes professionally serviced
- Pipettes are calibrated
- Replace HEPA filters

Weekly Job List

- Mon (media makers) – conduct inventory of media; update log book, throw out media that is nearly empty or old; make media – there should be enough media for IVF on Monday and other media should be made by Wed; notify Jim of new media needing testing
- Daily (Liz) – police IVF area
- Thurs or Fri (Jim) – dispose of ovaries
- Weekly (Jim + Liz) – make sure all new lots of media are tested
- Weekly (Liz and dishwasher) – conduct inventory
- Weekly (Liz) – inspect dishwasher’s cleaning

NOTE: LIZ JANNAMAN IS IN CHARGE OF THE IVF LAB – PLEASE FOLLOW HER INSTRUCTIONS

Modified 1-14-2016