

IVF LAB POLICIES - OCTOBER 2009

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 assigned to check inventory – do it yourself.
- Open and close packages of culture dishes 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 refrigerator in the culture 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.

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

- 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 cleaner is responsible for cleaning

dishes.

- Dishes should be cleaned and autoclaved by Monday morning or, if the dishwasher is not available, by Monday night.
- If you need something from the dishwashers, see Jim.
- Tighten lids on all bottles before placing on the shelf.
- 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.

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.
- Wipe the counter with Windex if there is blood.
- Thoroughly clean the hood 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 Thursday by the people using ovaries that week. 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
- Write how many IVF plates you will need the next day on the white board, so whoever makes the plates does not forget you. When making plates, always make at least one plate per person. Write it on the board if you need extra HEPES_TALP or something special.
- The last person should throw out any left over OCM, 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.
- First thing in the morning check that IVF plates and

supplies are prepared, if not make them. Refer to the **Incubator** white board for the number of plates people need.

- Clean counters and microscopes (not the objectives) **Incubator** 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 and stored on Jim Moss's desk.
- Remove old media and unused 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.

Media Preparation

- Wash your hands first.
- Clean the hood before and after you work in it.
- Two people are assigned to make media each week. The primary person will be expected to make all TALPs and culture media no later than Monday PM. on the week assigned. The secondary person will be expected to replenish all supplements that are running low by Friday of the week assigned.
- Open bottles of media in the hood only!!!
- 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.
- Media will be ordered to form a six-month supply. New batches of media will be ordered one month before the 6-mo period expires. Embryo culture media, IVF-TL, HEPES-TL and Percoll will be tested in an IVF run before released for general use.

Lab Cleanup

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

Bi-Annual Cleaning

- Incubators (taken apart cleaned with water and ethanol)
- Slashing Hood (taken apart cleaned with windex and alcohol)
- Freezer in outer culture room and freezer compartment in culture room fridge are defrosted

Annual Maintenance

- Microscopes professionally serviced
- Pipettes are calibrated

NOTE: JIM MOSS IS IN CHARGE OF THE IVF LAB – PLEASE FOLLOW HIS INSTRUCTIONS REGARDING IVF LAB USAGE EVEN IF THEY DEVIATE FROM THESE POLICIES

LAB DUTIES

Primary

- HEPES-TALP
- IVF-TALP
- Percoll
- OMM
- Saline
- 10X SP-TALP
- Estradiol
- Na-pyruvate Stock
- MgCl₂
- CaCl₂

Secondary

- PHE
- BSS
- BSS+Heparin
- Folltropin
- Heparin
- Gentamicin
- Glutamine
- Hyaluronidase
- Pen/Strep
- Take Inventory & Re-Stock Supplies (incl autoclave, 1.5 ml tubes and filling pipette tips racks)

Cleaner

- Mop floor with 10% bleach
- Clean water bath
- Ethanol hood
- Ethanol centrifuge
- Ethanol benches
- Ethanol refrigerator seal
- Clean water pans (1st wk month)
- Ethanol Incubator Doors

Clean IVF dishes if lab dishwasher is unavailable.