Document Number:	**SASoM/METHOD/007.v5**
Title:	**Preparation and Aliquoting of Supplements for Cell Culture**
Version:	**v5**
Author:	**Peter Mullen**

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SOP History		
Number	Date	Reason for Change
v1	01/01/2013	Original
v2	01/01/2015	Update
V3	01/01/2017	Update
V4	01/01/2019	Update
V5	01/01/2021	Update

1.0 Purpose –
This SOP describes the current procedure for aliquoting TC supplements in Laboratory 248 at the St Andrews School of Medicine (SASoM).

2.0 Scope –
This SOP applies to the staff in the SASoM involved with cell culture work.

3.0 Responsibilities –
All staff involved in cell culture are responsible for ensuring that the methods are followed in accordance with this SOP.

All staff must have read and signed the relevant risk assessment documents before performing this procedure.

4.0 Procedure –

L-Glutamine
Remove 2 x 100ml bottles of 200mM L-Glutamine (Gibco; #25030-024-100ml) from the freezer (in freezer room) and thaw overnight in the cold room.

Under aseptic conditions, pour L-Glutamine into a sterile beaker.

Aliquot 20 x 10ml aliquots into sterile universal containers and firmly screw on lids.

Label each tube with ‘G’ on the lid.

Place inside a plastic bag and transfer to the -20°C freezer situated in the cell culture suite.

Pen/Strep

Remove 2 x 100ml bottles of Penicillin / Streptomycin (Gibco; #15140-100ml) from the freezer (in freezer room) and thaw overnight in the cold room.

Under aseptic conditions, pour Penicillin / Streptomycin into a sterile beaker.

Aliquot 40 x 5ml aliquots into 5ml sterile bijoux containers and firmly screw on lids.

Label each tube with ‘P/S’.

Place inside a plastic bag and transfer to the -20°C freezer situated in the cell culture suite.

L-Glutamine is usually added used at 5ml / 500mL culture media to give a final concentration of 2mM.

Trypsin/EDTA

Remove 1 x 500ml bottle of 0.05% Trypsin-EDTA (Gibco; 25300-062) from the -20ºc freezer (in the freezer bay) and thaw out overnight at 4ºC.

Under aseptic conditions, pour the contents of the bottle into a large sterile beaker.

Aliquot 50 x 10ml into sterile universal containers. Screw the lids on and label as ‘T’.

Place inside a plastic bag and transfer to the -20°C freezer situated in the cell culture suite.

5.0 Personal protection –

A Howie coat must be worn at all times. Gloves as specified in the appropriate COSHH RA.

6.0 Spillages –

Always clean up any spills immediately after use, only you know what you have spilt and are aware of its hazard.

Spillages should be mopped up with paper towel, disinfected with 70% ethanol and finally washed with detergent.

7.0 Training –

All staff should complete an in house induction to the tissue culture area and be trained in sterile TC techniques before starting any TC work.

8.0 Related documents –

8.1 Risk assessments COSHH/004 and RA/BIOL/004

8.2 SOP - SASoM/METHOD/002
Making up routine DMEM / RPMI Media (10% FCS) for Cell Culture

8.3 SOP- SASoM/METHOD/003
Making up DMEM / RPMI Media containing 5% DCC-FCS for Cell Culture

9.0 Approval and sign off –

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