Document Number:	**SASoM/METHOD/011.v5**
Title:	**Preparation of Freeze mixture 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 making sterile Freeze Mixture for cell culture use in Laboratory 248 at the St Andrews School of Medicine (SASoM).

2.0 Scope –

This SOP applies to the staff in the SASoM involved in 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 –

Under aseptic conditions, pour 180ml of heat-inactivated Foetal Calf Serum (FCS) into a sterile beaker.

Add 20ml of Dimethyl sulphoxide (BDH; 282164K).

Mix the contents of the beaker thoroughly and then aliquot 20 x 10ml into sterile universal containers. Screw the lid on and label as ‘FM’.

Transfer to the -20^{O}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/005
Heat-inactivation of Foetal Calf Serum (FCS)

9.0 Approval and sign off –

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