

Information for PSCF users:

- 1) We passage our human pluripotent stem cells (hPSCs) weekly. Therefore, when our users make a request for new cells there will usually be a short delay between when the request is placed and when the cells are ready. Please factor this into planning your experiments. We will endeavor to give you our best estimate of when cells will be ready shortly after new requests are made.
- 2) If you have received training and are culturing hPSCs in the PSCF TC facility YOU will be responsible for their routine maintenance. This includes the requirement for DAILY feeding, INCLUDING WEEKENDS!
- 3) All orders for cells and reagents should be placed using the CORES billing system.
- 4) Orders placed before noon are typically filled the day of order. Orders placed after noon will be filled by noon the next business day. You will receive an email to inform you that your order is ready to collect.
- 5) Orders containing items that are stored at -80°C:
 - Ordered items will be placed on dry ice in R3425 for collection.
 - Please ensure that your orders are promptly collected and stored properly.
 - Orders must be collected by 5pm on Friday.
- 6) Most reagents are available for purchase through the PSCF. However, when planning experiments, it is each user's responsibility to ensure sufficient media, growth factors etc. are available. PLEASE PLAN AHEAD. This is particularly important on weekends when PSCF staff will not be available to assist.
- 7) We are committed to providing prompt assistance to our users whenever needed. However, if you need more than brief assistance please make an appointment to see us (6-3744, pscf@cchmc.org).
- 8) We request that our users who are performing experiments in our tissue culture room adhere to the following guidelines:
 - Use the online scheduling software in the CORES billing system to reserve time in the TC hoods.
 - During your allotted time you will have priority access to the laminar flow hood and the picking hood.
 - Please do not overrun your allotted time.
 - You will be charged \$25.00 for every hour of TC time used (in 15 minute increments, billed monthly). This covers the cost of disposable plasticware (excluding cell culture dishes) and maintenance of TC room equipment.
 - Please do not remove PSCF items from the TC room!
 - You will be assigned space in the PSCF incubator. Do not exceed this space or move other investigators plates without first consulting PSCF staff.
 - Please do not use/move reagents belonging to other investigators.
 - Please help us keep the TC room tidy!
 - Please inform PSCF staff if an item such as pipettes is running low or equipment is malfunctioning.