

Rules for cell culture space allocation in Capella.

- Space has been allocated to give each group access to the tissue culture facilities they need to develop their projects, following cell culture best practice whilst working within the limitations of the available space.
- Cell culture activity of each team will be grouped as much as possible to avoid transfer of cells/reagents between rooms. This policy will also enable the optimisation of storage space and billing of cell culture cost.
- Individuals will be allocated to specific cell culture rooms and will have to perform their work in the corresponding space.
- If a team needs to increase capacity in cell culture, the PI will formally contact the manager of the tissue culture facility who will assess if the space allocation can be optimised, or if necessary evaluate alternative TC space that could be made available. The manager of the tissue culture facility will then discuss possible options with the original PI. Before any move is approved the PIs using the proposed alternative cell culture rooms will be consulted. Problematic situations where a satisfying solution cannot be found will be referred to the cell culture working group.
- Specific projects may require full time utilisation of MSC/incubator for a short period of time. In this case, the PI will contact the manager of the tissue culture facility who will contact the users of the room to explain the situation and make sure that all users can organise their work accordingly. If the project surpasses the capacity of the allocated room, then the procedure described above will apply.
- Cell culture usage will be monitored using the booking sheets. It is expected that full capacity will be reached when a MSC is used more than 37hrs / week (Monday-Friday, 9 am – 6pm).
- The cell culture working group in Capella will be informed and will then advise if major changes in cell culture space allocation is requested for specific projects. This could include changing a room's category, increasing/decreasing number of MSCs, etc.
- To accommodate the expected discrepancy in group's current TC requirements to those initially assigned, the capacity of the rooms will be assessed regularly using the MSC booking sheets. It will therefore be critical that booking sheets are filled in accurately and comprehensively by all users. Where rooms are not being utilized to their full potential, groups in rooms that are working to capacity may be offered the chance to relocate some or all of their work.