

Justification:

IncuCyte will be used to analyze phase and fluorescent images of living cells to study kinetic, cell viability, migration and invasion (include your description).

General Information and Regulations:

- The IncuCyte is located in the core facility in HSB 057
- All users from the (list the PI name) lab will read and follow this SOP form.

General Roles:

- Samples will be prepared in (list the PI's lab culture room) prior to being transferred to the core facility for Analysis.
- The core managers will be contacted prior to use and consulted on proper sample preparation before samples are acquired.
- Samples will be transferred to and from the core facility in capped plates and these plates will be secured in a leak and puncture proof container with a tight-fitting lid.
- All users from the PI's lab will operate the IncuCyte.
- Reservations are required for use. Sign-up sheets are located in the core facility.

Procedure:

- Users will enter the room with appropriate PPE protection for working with BSL-2 agents or cells.
- Culture plates are placed in the IncuCyte instrument within the incubator using the "ON/OFF" switch.
- The green LED integrated "ON/OFF" switch lights up to indicate that the instrument is ready for operation
- Position the plate on the stage with the sample to be observed on the upper surface of the plate.
- Imaging conditions will be entered by the user in the IC software in their own lab or in the core facility provided computer.
- After the experiment, the plate is removed and transported back to the laboratory in the secondary approved transport container for proper disposal.

Post-sample Acquisition Procedure:

- If a spill occurs outside of the instrument, it will be treated with 10% chlorine bleach, followed by 70% ethanol and wiped with paper towels that are then discarded into a red bag from the spill kit.
- In the event of a spill within the equipment, it will be treated with 70% ethanol while maintaining a total contact time of 15 minutes (min. 10 minutes) and wiped with paper towels that are then discarded into a red bag from the spill kit.

SOP for IncuCyte S3 Live-cell Analysis System Use
Location: Block Health Science Building (HSB 057)

- Users will remove PPE upon exiting the room
- All solid waste (tubes, pipette tips) within the IncuCyte room will be collected in an autoclave bag and sealed prior to removal from the room or disposed of in the red bin in HSB057.

Additional Information:

- In the event of any malfunction of the IncuCyte, the person in charge of the core facility will be notified (Andrea Kalinoski, 419-383-4205).
- If there is an exposure, the affected person will go immediately to UToledo hospital emergency room and an incident report will be filed the biosafety officer will be immediately informed (Skyler Rohrs, 419-383-5089).