January 2021

**User Guidelines**

**Induced pluripotent stem cell research laboratory (iPSC-Lab)**

**Center for Molecular Medicine Cologne**

Facility staff

**Robert Hänsel-Hertsch, PhD**

Head of CMMC iPSC-Lab

+49 221 47896988 robert.haensel-hertsch@uni-koeln.de

**Joana Frobel, PhD**

Lab Manager of CMMC iPSC-Lab

+49 221 47889598 joana.frobel@uni-koeln.de

**Claudia Herr, PhD**
Administrative Coordinator of the CMMC

+49 221 47889534 claudia.herr@uni-koeln.de

Location

The iPSC-Lab is located in the Center for Molecular Medicine Cologne (CMMC), Robert-Koch-Str. 21, Building 66, 2nd floor.

**Room: 2.015**

What is the CMMC iPSC-Lab?

The iPSC-Lab is designed to provide a state-of-the-art infrastructure to researchers willing to work with human induced pluripotent stem cells (iPSCs), human embryonic stem cells (ESCs), and human iPSC/ESC-derived organoids. It is not only designed to supply a well-maintained lab space, but it also provides guidance and intellectual support on the “know-how” of working with iPSCs. However, the CMMC iPSC-Lab is explicitly not a core-facility in the sense that we will take care of your cell culture. The CMMC iPSC-Lab is designated as genetic safety level 2 (S2). If you would like to perform S2 work within the iPSC-Lab, you need to get approval of your S2 application before starting to work in the lab. If you are working with human ESCs, it is your responsibility to get the necessary permission from the Robert Koch Institute by yourself. Ultimately, the idea of the laboratory is to bring researchers in a common place to establish collaborative research programs on iPSCs and derived organoids.

Access to the laboratory

The iPSC-Lab is open to all research scientists working on the Campus of the University of Cologne. The users need to register to get permission by the CMMC to work in the lab (see “How to get started” below), and are required to follow a certain code of conduct (see “General lab rules” below).

How to get started

1. Contact Robert Hänsel-Hertsch with your intentions of using the iPSC-Lab. Outline shortly your iPSC/organoid-related research project including the aim, timeline, and researchers involved, as well as your expertise in iPSC culture. If you do not have any experience with the cultivation of iPSCs, we will be happy to support you.
2. Preferably, we will arrange a personal meeting to discuss your project and the next steps.
3. Before starting in the lab, you need to:
	1. Get your **approvals** for S2 and/or ESC work by the responsible authorities, if necessary.
	2. Get an **S1/S2 introduction** and emergency instructions from the CMMC administration if not done already.
	3. Get an **introductory tour** through the iPSC-Lab. All users (regardless of their previous experience) have to go through the **basic training** to work in the facility before full access is allowed. We will also arrange some storage space for you in the cupboards, fridge, and freezer.
	4. Sign up for the **online calendar**. Contact the lab manager to get a user name and password to get access to the calendar. Please, always book your time slots for the sterile hoods in advance, and cancel your booking, if you cannot keep the appointment so that other users can use the hood instead.

What can you expect and what do we expect from you?

* The laboratory is a state-of-the-art cell-culture facility, which provides the complete equipment and infrastructure needed for the cultivation of iPSCs. Furthermore, we are happy to help with trouble shooting, and providing protocols and intellectual support.
* All consumables need to be brought by the user.
* Laboratory and equipment usage is free of cost.
* You are expected to work clean and according to our lab rules. Hoods, incubators, and water baths need to be cleaned on a regular basis.
* You should attend the iPSC-Lab user group meeting, which will take place as necessary.
* Before bringing other researchers into the lab, please introduce them to the facility staff.
* We would highly appreciate the acknowledgement of the CMMC iPSC-Lab in your publication.

General lab rules

* **Maintain a tidy workspace.**
* **Book the sterile hoods in the online calendar in advance and strictly adhere with your booked time slots.**
* **Use your own consumables only.**
* **Be courteous to other users.**
* **Attend the iPSC-Lab meetings.**
* **Adhere to the cleaning schedule.**
* **Report any broken equipment, accidents, and injuries to the facility staff.**
* **Always follow the instructions given by CMMC administration.**