



KØBENHAVNS UNIVERSITET

SUBSTRAT OG STERILCENTRALEN (SSC)

MÆRSK TÅRNET * PANUM * BYGNING 13.01.153

+45-26566957



Welcome to the Substrate and SterilizationCentral

We have created a brochure that can help you with the process
of dropping off and picking up your items at SSC



Image: Freepik.com

Trolleys with items for washing and Autoclaving/sterilization

- Do not overfill the trolleys.
- The laminated signs with customer numbers must be visible.
- Dishware and items for autoclaving/sterilization must not be mixed in the same box.
- Glassware must be rinsed before delivery.
- Glue residues, markers, and labels (including SSC's own) must be removed before delivery. If this is not done, a fee per unit will be charged.
- The trolley must not contain waste (blue shoe covers, broken glass, clinical risk waste, or packaging/chemical containers).
- The Sterilization Center does not accept the blue cooling elements.

Since disinfection is part of the overall sterilization process, we can no longer accept clean items for sterilization only.

This means that a BlueCap, flask, etc., must always be washed first at SSC before they can be autoclaved/sterilized.

Customers without dishware

- Always put autoclave tape on your pipette boxes.
- Eppendorf tubes can be packed by us in autoclave bags. We pack about 100 pieces per bag. If you want us to pack your Eppendorf tubes, you must deliver them in the original unopened packaging.
- If you want to pack Eppendorf tubes yourself, we provide autoclave bags for self-packing.
- When packing yourself, leave about 6 cm of free space at the top of the autoclave bag. Leave the bags open and unsealed. They should NOT be closed with tape. We seal the bags with the date welded on the bag by machine.
- We do not accept Eppendorf tubes packed in beakers.
- Eppendorf tubes that need to be autoclaved in pipette boxes must be delivered with autoclave tape already placed on the box when delivered to SSC. We will then apply the current date to the tape.

The last autoclave of the day starts at 11:00.

Call the staff if you need help! The bell is on the high table.

GMO buckets for autoclaving

- Autoclave buckets are noted on the ordering form when picked up empty.

Item number 1 on the order form.

- The buckets must be delivered to the Sterilization Center on the same day they are sealed.

Services	Antal	Vare#
Autoklaving af GMO spande		1
Autoklaving af medier fra kunden (max. 1L)		8
Fermentor autoklaving		111
Gebyr for autoklaving med specielt program		161

YOUR INFORMATION	
Please fill the required yellow boxes below	
Customer number:	

- The packaging and delivery of the buckets must follow SSC guidelines found here: <https://isim.ku.dk/core-facilities/ssc/>.
- The autoclave bag must be sealed with autoclave tape.
- Write clearly on the lid's label and only in permanent marker.

UNIVERSITY OF COPENHAGEN
SUBSTRAT OG STERILCENTRALER

WASTE FOR AUTOCLAVING

Customer number: _____
Date: _____

NB!
The filled bucket may not be heavier than 5 kg
Make sure to disinfect the bucket surface before transport

Check all relevant boxes:

GMO class 1 ☐ YES ☐ NO

GMO class 2 ☐ YES ☐ NO

Re-use items for Washing ☐

Sharp Objects ☐
Sharp objects must be placed in a separate container

Hazardous Chemicals ☐
Hazardous chemicals must be placed in a separate container

YES NO

Information: (for Operator) (G) - (H) - (I) - (J) - (K) - (L) - (M) - (N) - (O) - (P) - (Q) - (R) - (S) - (T) - (U) - (V) - (W) - (X) - (Y) - (Z) - (AA) - (AB) - (AC) - (AD) - (AE) - (AF) - (AG) - (AH) - (AI) - (AJ) - (AK) - (AL) - (AM) - (AN) - (AO) - (AP) - (AQ) - (AR) - (AS) - (AT) - (AU) - (AV) - (AW) - (AX) - (AY) - (AZ) - (BA) - (BB) - (BC) - (BD) - (BE) - (BF) - (BG) - (BH) - (BI) - (BJ) - (BK) - (BL) - (BM) - (BN) - (BO) - (BP) - (BQ) - (BR) - (BS) - (BT) - (BU) - (BV) - (BW) - (BX) - (BY) - (BZ) - (CA) - (CB) - (CC) - (CD) - (CE) - (CF) - (CG) - (CH) - (CI) - (CJ) - (CK) - (CL) - (CM) - (CN) - (CO) - (CP) - (CQ) - (CR) - (CS) - (CT) - (CU) - (CV) - (CW) - (CX) - (CY) - (CZ) - (DA) - (DB) - (DC) - (DD) - (DE) - (DF) - (DG) - (DH) - (DI) - (DJ) - (DK) - (DL) - (DM) - (DN) - (DO) - (DP) - (DQ) - (DR) - (DS) - (DT) - (DU) - (DV) - (DW) - (DX) - (DY) - (DZ) - (EA) - (EB) - (EC) - (ED) - (EE) - (EF) - (EG) - (EH) - (EI) - (EJ) - (EK) - (EL) - (EM) - (EN) - (EO) - (EP) - (EQ) - (ER) - (ES) - (ET) - (EU) - (EV) - (EW) - (EX) - (EY) - (EZ) - (FA) - (FB) - (FC) - (FD) - (FE) - (FF) - (FG) - (FH) - (FI) - (FJ) - (FK) - (FL) - (FM) - (FN) - (FO) - (FP) - (FQ) - (FR) - (FS) - (FT) - (FU) - (FV) - (FW) - (FX) - (FY) - (FZ) - (GA) - (GB) - (GC) - (GD) - (GE) - (GF) - (GG) - (GH) - (GI) - (GJ) - (GK) - (GL) - (GM) - (GN) - (GO) - (GP) - (GQ) - (GR) - (GS) - (GT) - (GU) - (GV) - (GW) - (GX) - (GY) - (GZ) - (HA) - (HB) - (HC) - (HD) - (HE) - (HF) - (HG) - (HH) - (HI) - (HJ) - (HK) - (HL) - (HM) - (HN) - (HO) - (HP) - (HQ) - (HR) - (HS) - (HT) - (HU) - (HV) - (HW) - (HX) - (HY) - (HZ) - (IA) - (IB) - (IC) - (ID) - (IE) - (IF) - (IG) - (IH) - (II) - (IJ) - (IK) - (IL) - (IM) - (IN) - (IO) - (IP) - (IQ) - (IR) - (IS) - (IT) - (IU) - (IV) - (IW) - (IX) - (IY) - (IZ) - (JA) - (JB) - (JC) - (JD) - (JE) - (JF) - (JG) - (JH) - (JI) - (JJ) - (JK) - (JL) - (JM) - (JN) - (JO) - (JP) - (JQ) - (JR) - (JS) - (JT) - (JU) - (JV) - (JW) - (JX) - (JY) - (JZ) - (KA) - (KB) - (KC) - (KD) - (KE) - (KF) - (KG) - (KH) - (KI) - (KJ) - (KK) - (KL) - (KM) - (KN) - (KO) - (KP) - (KQ) - (KR) - (KS) - (KT) - (KU) - (KV) - (KW) - (KX) - (KY) - (KZ) - (LA) - (LB) - (LC) - (LD) - (LE) - (LF) - (LG) - (LH) - (LI) - (LJ) - (LK) - (LL) - (LM) - (LN) - (LO) - (LP) - (LQ) - (LR) - (LS) - (LT) - (LU) - (LV) - (LW) - (LX) - (LY) - (LZ) - (MA) - (MB) - (MC) - (MD) - (ME) - (MF) - (MG) - (MH) - (MI) - (MJ) - (MK) - (ML) - (MM) - (MN) - (MO) - (MP) - (MQ) - (MR) - (MS) - (MT) - (MU) - (MV) - (MW) - (MX) - (MY) - (MZ) - (NA) - (NB) - (NC) - (ND) - (NE) - (NF) - (NG) - (NH) - (NI) - (NJ) - (NK) - (NL) - (NM) - (NN) - (NO) - (NP) - (NQ) - (NR) - (NS) - (NT) - (NU) - (NV) - (NW) - (NX) - (NY) - (NZ) - (OA) - (OB) - (OC) - (OD) - (OE) - (OF) - (OG) - (OH) - (OI) - (OJ) - (OK) - (OL) - (OM) - (ON) - (OO) - (OP) - (OQ) - (OR) - (OS) - (OT) - (OU) - (OV) - (OW) - (OX) - (OY) - (OZ) - (PA) - (PB) - (PC) - (PD) - (PE) - (PF) - (PG) - (PH) - (PI) - (PJ) - (PK) - (PL) - (PM) - (PN) - (PO) - (PP) - (PQ) - (PR) - (PS) - (PT) - (PU) - (PV) - (PW) - (PX) - (PY) - (PZ) - (QA) - (QB) - (QC) - (QD) - (QE) - (QF) - (QG) - (QH) - (QI) - (QJ) - (QK) - (QL) - (QM) - (QN) - (QO) - (QP) - (QQ) - (QR) - (QS) - (QT) - (QU) - (QV) - (QW) - (QX) - (QY) - (QZ) - (RA) - (RB) - (RC) - (RD) - (RE) - (RF) - (RG) - (RH) - (RI) - (RJ) - (RK) - (RL) - (RM) - (RN) - (RO) - (RP) - (RQ) - (RR) - (RS) - (RT) - (RU) - (RV) - (RW) - (RX) - (RY) - (RZ) - (SA) - (SB) - (SC) - (SD) - (SE) - (SF) - (SG) - (SH) - (SI) - (SJ) - (SK) - (SL) - (SM) - (SN) - (SO) - (SP) - (SQ) - (SR) - (SS) - (ST) - (SU) - (SV) - (SW) - (SX) - (SY) - (SZ) - (TA) - (TB) - (TC) - (TD) - (TE) - (TF) - (TG) - (TH) - (TI) - (TJ) - (TK) - (TL) - (TM) - (TN) - (TO) - (TP) - (TQ) - (TR) - (TS) - (TT) - (TU) - (TV) - (TW) - (TX) - (TY) - (TZ) - (UA) - (UB) - (UC) - (UD) - (UE) - (UF) - (UG) - (UH) - (UI) - (UJ) - (UK) - (UL) - (UM) - (UN) - (UO) - (UP) - (UQ) - (UR) - (US) - (UT) - (UU) - (UV) - (UW) - (UX) - (UY) - (UZ) - (VA) - (VB) - (VC) - (VD) - (VE) - (VF) - (VG) - (VH) - (VI) - (VJ) - (VK) - (VL) - (VM) - (VN) - (VO) - (VP) - (VQ) - (VR) - (VS) - (VT) - (VU) - (VV) - (VW) - (VX) - (VY) - (VZ) - (WA) - (WB) - (WC) - (WD) - (WE) - (WF) - (WG) - (WH) - (WI) - (WJ) - (WK) - (WL) - (WM) - (WN) - (WO) - (WP) - (WQ) - (WR) - (WS) - (WT) - (WU) - (WV) - (WW) - (WX) - (WY) - (WZ) - (XA) - (XB) - (XC) - (XD) - (XE) - (XF) - (XG) - (XH) - (XI) - (XJ) - (XK) - (XL) - (XM) - (XN) - (XO) - (XP) - (XQ) - (XR) - (XS) - (XT) - (XU) - (XV) - (XW) - (XX) - (XY) - (XZ) - (YA) - (YB) - (YC) - (YD) - (YE) - (YF) - (YG) - (YH) - (YI) - (YJ) - (YK) - (YL) - (YM) - (YN) - (YO) - (YP) - (YQ) - (YR) - (YS) - (YT) - (YU) - (YV) - (YW) - (YX) - (YY) - (YZ) - (ZA) - (ZB) - (ZC) - (ZD) - (ZE) - (ZF) - (ZG) - (ZH) - (ZI) - (ZJ) - (ZK) - (ZL) - (ZM) - (ZN) - (ZO) - (ZP) - (ZQ) - (ZR) - (ZS) - (ZT) - (ZU) - (ZV) - (ZW) - (ZX) - (ZY) - (ZZ)

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Autoclaving Tape

There is a difference between autoclave tape and dry sterilization tape.

Autoclave tape is an indicator for steam:

- Eppendorf tubes in plastic boxes
- Pipette tips in plastic boxes



Dry sterilization tape is an indicator for heat sterilization:

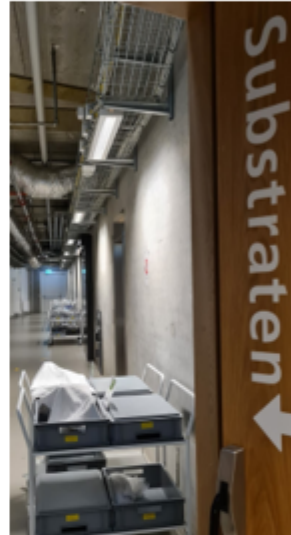
- Beakers with cover glasses
- Flasks
- Sterilization boxes/canisters
- Metal boxes



Remember to remove old tape and dates.

Pickup of trolleys after washing at SterilCentralen

- Trolleys in the middle corridor are not ready for pickup.
- Pick up the trolley in the pickup corridor no later than one week after delivery. (Staying in the unclean room reduces the shelf life of sterile goods).
- Please take the entire trolley (all items) from your department with you and not just your own items.
- Call the staff if you need help! The bell is on the high table.



Self-service and hand-in for autoclaving at Substraten

- When taking bottles from the shelf, always do so from the left side starting at the green sign. Oldest dates first!
- Workplace safety regulations do not allow the transport of media bottles by hand. Please bring a trolley, box, or basket.
- Remember to fill out the order form clearly. It is important that the customer number and KU username are included.

Self-service and hand-in for autoklaving at Substraten

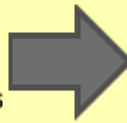
- If you need more than 15 bottles of the same medium, please order them 2-3 days before pickup.
- Do not leave bottles/plastic containers/fermenters for autoclaving without informing the staff.
- For purchases and orders, the guidelines described in SSC's price and order list apply. It can be found here: <https://isim.ku.dk/core-facilities/ssc/>. All orders and questions regarding substrates should be directed to: substrate-order@sund.ku.dk.
- All media submitted for autoclaving MUST be correctly labeled with a standard label from Kemibrug.dk. This also applies to media without mandatory labeling.
- The last autoclave of the day starts precisely at 11:00.

Contact

- For questions regarding substrates and ordering substrates, please contact: substrate-order@sund.ku.dk
- For other questions or inquiries about washing and sterilization, please contact Head of Section Benjamin Jacobsen: benjamin.jacobsen@sund.ku.dk or +45 26566957.

Where do I go?

Dishware
Filled Autoclave buckets white
Questions about washing dishes

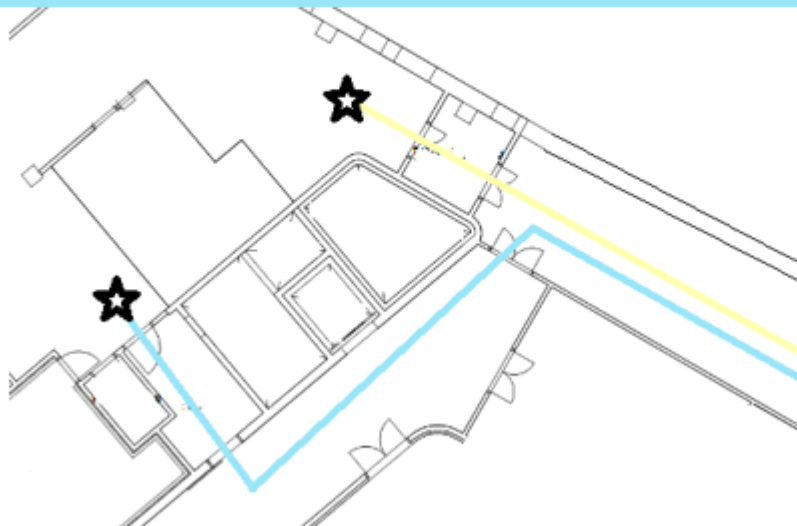


Go through the two doors 13-01-159 into the lock

Get fluids
Deliver liquids for autoclaving
Get utensils
Delivering utensils for autoclaving
Pick up Autoclave Buckets
Questions to SterilCentralen
Questions to Substrate
Miscellaneous



Go to the gate door number 13A-01-159A



Guidelines for the disposal of GMO waste at SterilCentralen.

General Guidelines

- The container must not contain waste with a total weight exceeding 3 kg.
- As soon as the container is filled and sealed in your laboratory, it must be transported to SterilCentralen.
- When the container leaves your GMO facility, it must be securely closed and disinfected on all surfaces.
- It is the customer's responsibility to handle and risk-assess the transport from the GMO facility to the Sterile Center's pickup point.
- When the container is delivered, the accompanying form must be completed with all relevant information.
- Payment for autoclaving the container is made by filling out an order form when it is collected.
- The attached paper must be filled out with a permanent marker

Solid Waste

- Solid waste contaminated with GMOs must be placed in the provided bag.
- The bag may not contain any liquids.
- The bag must be sealed at the top with autoclave tape. It must not be closed with zip ties or similar fasteners.

Sharp Objects

- Sharp objects must be placed in a separate needle container, outside the bag.
- The needle container may not contain any liquids.
- The needle container must be labelled as Clinical Risk Waste in accordance with KU's current guidelines.



Liquid Waste

- Liquid waste must be collected in a separate container that can withstand autoclaving (you can use a bluecap bottle that is subsequently washed). If the bucket also contains solid waste, the container must be placed in its own bag. Additional autoclave bags can be purchased by contacting the staff during opening hours.
- No vessel should have a volume greater than 1 L
- The vessel must be able to stand upright on its own and may not be more than $\frac{3}{4}$ full.
- To prevent pressure buildup, the vessel must not have a completely closed lid.

Waste containing Hazardous Chemistry

GMO waste that contains hazardous chemicals must be disposed of as chemical waste after autoclaving. To ensure we can handle this correctly, the following guidelines must be followed:

Liquid waste containing hazardous chemistry

- The same rules as for regular liquid waste apply.
- The container must be labelled by the customer in accordance with KU's current guidelines for chemical-waste labelling:
<https://kunet.ku.dk/medarbejderguide/Sider/HR/Haandtering-af-kemikalieaffald.aspx>
- Waste that is not correctly labeled will be returned to the customer.

Solid waste contaminated with hazardous chemistry

- Must be kept separate from other GMO waste, and the bag may not contain any liquids.
- A completed label for chemically contaminated material must accompany the container when you deliver it:
<https://kunet.ku.dk/medarbejderguide/Affaldsetiketter%20opdateret%20april%202020/Etiket%20til%20kemikalieforurenede%20materiale.pdf>