

## Biolab Agreement

Introduction checklist for new users of the SupraFAB Genetic Engineering Facility 92/14 (S2): Biolabs & Microfluidics (MF)/Optical Microscopy (OM)

updated February 15, 2023

<p><b>Before starting to work</b> in the SupraFAB Biolabs or Optical Microscopy (OM) facility, <b>NEW USERS</b> need to get <b>introduced</b> by the <b>Biolab technicians</b> (Elisa Quaas, Johanna Scholz or Britt Schaffranietz) and the <i>on-site "Projektleitung"</i> of the genetic engineering facility 92/14 (Katharina Achazi or Stefanie Wedepohl).</p> <p><b>This includes:</b></p>	<input type="checkbox"/>
<p>1) Get a <b>practical training and intro</b> by the <b>Biolab Technicians</b> based on <b>biolab agreement and carefully read and follow the wiki instructions</b> (<a href="https://wikis.fu-berlin.de/x/gAE3OQ">https://wikis.fu-berlin.de/x/gAE3OQ</a>).</p>	<input type="checkbox"/>
<p>2) Listen to the oral <b>Safety Instruction</b> for the Genetic Engineering Facility 92/14 (<a href="https://wikis.fu-berlin.de/x/pQhVT">https://wikis.fu-berlin.de/x/pQhVT</a>) by the <i>on-site "Projektleitung"</i> and document that you have listen and understood and follow the safety rules by your signature on the participation list in the safety folder in office 111 (<i>repetition obligatory once a year</i>).</p>	<input type="checkbox"/>
<p>3) <b>Fill the transponder form including the questionnaire</b> on the third page (<a href="https://wikis.fu-berlin.de/x/dAhnT">https://wikis.fu-berlin.de/x/dAhnT</a>) and <b>bring it with you for approval</b> to the <b>appointment with the biolab technicians</b>; afterwards hand it over to Katharina Tebel (office 103) or Achim Wiedking (office 102).</p>	<input type="checkbox"/>
<p>4) Become familiar with the <b>Operating Instructions of the Biolab</b> (Genetic Engineering Facility 92/14 incl. the current Annex 2 Part A II GenTSV), the <b>Emergency Guide</b>, the <b>Hygiene and Skin Protection Guidelines</b>, the <b>SupraFAB House Rules</b> as well as all <b>further instructions</b> for devices, substances and working procedures (<a href="https://wikis.fu-berlin.de/x/GglnT">https://wikis.fu-berlin.de/x/GglnT</a>).</p>	<input type="checkbox"/>
<p>5) <b>Apply</b> with help of the head of your research group for a <b>zedat account</b> (<a href="https://www.zedat.fu-berlin.de/Benutzerservice/Account#Gste der Freien Universitt Berlin">https://www.zedat.fu-berlin.de/Benutzerservice/Account#Gste der Freien Universitt Berlin</a>), if you do not have one.</p>	<input type="checkbox"/>
<p>6) <b>Register</b> for the instrument booking system <b>OpenIRIS</b> (<a href="https://fub.openiris.io/">https://fub.openiris.io/</a>) that also should be used to <b>request training</b> for devices.</p>	<input type="checkbox"/>
<p>7) <b>Subscribve</b> to the <b>Biolab Email List</b> (<a href="https://lists.fu-berlin.de/listinfo/biolab#subscribe">https://lists.fu-berlin.de/listinfo/biolab#subscribe</a>) and <b>join</b> the <b>biolab whatsapp group</b> (<a href="https://chat.whatsapp.com/FdKWUfyOdw3he84e6eAcX">https://chat.whatsapp.com/FdKWUfyOdw3he84e6eAcX</a>).</p>	<input type="checkbox"/>
<p>For safe lab work <b>sufficient English</b> language skills (or German language skills) are mandatory.</p>	<input type="checkbox"/>
<p>Obtain knowledge about how to behave in case of fire and emergencies as well as handling of emergency equipment, emergency exits, collecting point/where to meet in case of fire, body- and eye showers, and emergency numbers (extern: 112, intern: 55112).</p>	<input type="checkbox"/>
<p>Projects involving bio/microorganism or hazardous compounds have to be approved by the <i>on-site "Projektleitung"</i> &amp; registered by a biolab technician in the bio organism list or CLAKS, respectively.</p>	<input type="checkbox"/>
<p>Obtain knowledge of proper handling and risks of bio/microorganism and hazardous substances.</p>	<input type="checkbox"/>
<p>All working areas are assigned &amp; equipped for certain applications &amp; are not to be used for other applications. Pipettes &amp; other equipment must stay at the place and cannot be moved elsewhere.</p>	<input type="checkbox"/>
<p>Carefully check whether the pipet you want to use is made for dispensing the desired volume (most of our yellow Eppendorf pipets have a maximum volume of 100µL). In case of contamination of the pipet body, immediately disassemble and clean the pipet.</p>	<input type="checkbox"/>
<p>Refill all consumables like pipette tips, Eppendorf, Falcon and all other tubes, cell culture items, plastic ware, gloves, Milli-Q water, buffers, paper towels, etc. when you empty them.</p>	<input type="checkbox"/>



Obtain knowledge of the storage rooms and inform Elisa and Johanna about stocks that are about to be finished, so new stocks can be ordered in time.	<input type="checkbox"/>
Obtain knowledge of the logistics of sterilized items. There are spaces for refilling containers for consumables to be sterilized. Wear gloves while refilling tip boxes and respect sterilized items marked with indicator tape.	<input type="checkbox"/>
<b>Solid S2</b> (and other bio) <b>waste</b> , tips, serological pipets and used gloves are collected in the small bags on the benches. When these are full, transfer to the large white S2 waste bins. <u>Those are only for solid waste!</u> When the large waste bins are full, transfer them closed to the collecting tray at the autoclave, remove the bag and mark it with indicator tape.	<input type="checkbox"/>
<b>Liquid S2</b> (and other bio) <b>waste</b> from the cell culture benches is collected in big plastic (NO GLAS) bottles below the benches. When the bottle is 2/3 full, replace it with an empty one, transfer the bottle in a closed bucket to the collecting tray at the autoclave & mark it with indicator tape. <u>Please open lid of liquid waste carefully!!</u> Other liquid S2 waste is collected in <u>plastic</u> (NO GLAS) bottles & needs to be labeled & mark it with indicator tape.	<input type="checkbox"/>
<b>Sharp items</b> ( <i>glass slides, needles, etc.</i> ) are collected separately in a sharp item box or in a 50 ml Falcon tube & then in the S2 solid waste. Sharp items that will be re-used are collected in the decontamination bath.	<input type="checkbox"/>
<b>Other waste</b> is collected as appropriate ( <i>normal waste bins, solvent waste, etc.</i> ).	<input type="checkbox"/>
It is strictly forbidden to bring viruses, bacteria or fungi ( <i>yeast</i> ) to the cell culture rooms.	<input type="checkbox"/>
Before using the cell culture equipment ( <i>laminar flow hoods, incubators</i> ), a practical introduction to sterile technique by an experienced Biolab user is necessary.	<input type="checkbox"/>
Wear safety clothes (gloves, lab coat, closed shoes, safety glasses) in the lab. They have to remain in the labs. Do not wear lab coats in the hallway.	<input type="checkbox"/>
Wearing gloves is not allowed on the hallways & in the office rooms, even if they are clean.	<input type="checkbox"/>
Do not touch door knobs, faucets, computer keyboards etc. with gloves.	<input type="checkbox"/>
All samples, boxes, bottles etc. must be labelled with content, date, name & group.	<input type="checkbox"/>
Any sample stored in the liquid nitrogen tank or the -80°C freezer need to be noted in the respective content lists in the paper folders <u>and</u> additionally in the wiki.	<input type="checkbox"/>
It is forbidden to work alone in the lab especially in the night or on weekends. For work out of the normal working hours (07-19), approval of research group head via transponder form is needed.	<input type="checkbox"/>
Doors need to be locked if no one is in the room especially in the night or on weekends.	<input type="checkbox"/>
Do not use labs, when ventilation lsystem is not working (red or yellow light on).	<input type="checkbox"/>
Do not enter a room when the gas alarm or laser sign is on.	<input type="checkbox"/>
Inform the FUB central via (030 838) 55555 and Achim Wiedekind in case of technical problems or alarms e.g. of the ventilation system or the -80 freezer.	<input type="checkbox"/>
Labs, disinfection and soap supplies, benches & work places must be tidied up, cleaned and disinfected according to the hygiene and skin protection guidelines posted in every lab area.	<input type="checkbox"/>
Biolab users have to participate in the monthly Biolab cleaning ( <i>last Wednesday of the month</i> ) & and lab service, e.g. autoclave service, liquid nitrogen refilling, exchange of CO <sub>2</sub> bottles, refilling of consumables and pipette tips.	<input type="checkbox"/>
In case of <b>technical problems</b> inform the <i>on-site "Projektleitung"</i> and call (030 838) 55555.	<input type="checkbox"/>

