

## Biolab Agreement

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

updated July 5, 2022

<p><b>New users</b> (incl. students &amp; guests) have to be <b>introduced before starting work</b> by the Biolab Team (<i>Technicians: Elisa Quaas or Johanna Scholz, OM/MF: Marta Maglione, Stefanie Wedepohl, Katharina Achazi, on-site "Projektleitung" of the genetic engineering facility 92/14: Katharina Achazi, Stefanie Wedepohl or Daniel Lauster</i>).</p> <p><b>This includes:</b></p>	
<p><b>1) Oral 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 on-site "Projektleitung" documented by signature on the participation list in the safety folder in office 111 → <b>obligatory once a year</b></p>	<input type="checkbox"/>
<p><b>2) Providing the Questionnaire for Occupational Health Care</b> (<a href="https://wikis.fu-berlin.de/x/ZQhNT">https://wikis.fu-berlin.de/x/ZQhNT</a>) to the on-site "Projektleitung"; and in case of an identified obligation for a medical check-up, providing the confirmation certificate of the FUB's medical service</p>	<input type="checkbox"/>
<p><b>3) Becoming familiar with the Operating Instructions</b> of the 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 <b>further BAs</b> for devices, hazardous substances or working procedures (<a href="https://wikis.fu-berlin.de/x/GglNT">https://wikis.fu-berlin.de/x/GglNT</a>)</p>	<input type="checkbox"/>
<p><b>4) Providing your zedat account name</b> to Katharina Achazi to get access to the <b>data storage servers</b>, the <b>biolab wiki</b>, the instrument booking system <b>OpenIRIS</b> and getting included in the <b>biolab/OM mailing lists</b>; <i>in case you have no, apply at the zedat</i></p>	<input type="checkbox"/>
<p><b>5) Applying for access and a transponder</b> by providing the filled and signed transponder form (<a href="https://wikis.fu-berlin.de/x/dAhnT">https://wikis.fu-berlin.de/x/dAhnT</a>) to A. Wiedekind (office 102) or K. Tebel (office 103)</p>	<input type="checkbox"/>
<p><b>6) Practical training and introduction</b> by the Biolab Team based on <b>biolab agreement</b></p>	<input type="checkbox"/>
<p>Sufficient English language skills are mandatory for lab use.</p>	<input type="checkbox"/>
<p>New users need to be introduced to the other users as well as added to the Biolab mailing list, network drives and biolab wiki.</p>	<input type="checkbox"/>
<p>Booking instruments via the booking system OpenIRIS is mandatory.</p>	<input type="checkbox"/>
<p>Obtain knowledge of how to behave in case of fire and emergencies (fire-extinguisher, fire detector, emergency exits, collecting point/where to meet in case of fire), body- and eye showers, &amp; emergency phone numbers (intern: 55112, extern: 112).</p>	<input type="checkbox"/>
<p>Projects involving bio/microorganism or hazardous compounds have to be approved by the <i>on-site "Projektleitung"</i> of the S2 biolab &amp; registered by a biolab technician (Elisa Quaas, Johanna Scholz) 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 (R-/S-phrases, limit of solvents).</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>Refill all consumables like tips, tubes, 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>open the 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 item, that will be re-used are collected in the decontamination bath.	<input type="checkbox"/>
Other waste is collected as appropriate ( <i>normal waste bins, solvent waste, etc.</i> ).	<input type="checkbox"/>
In order to use devices ( <i>flow cytometer, plate reader, microscopes, etc.</i> ) an introduction from the responsible person for that device is necessary.	<input type="checkbox"/>
It is strictly forbidden to bring 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) a written approval from the head of the research group is needed.	<input type="checkbox"/>
It is forbidden to eat, drink, & smoke in the lab.	<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"/>
It is forbidden to open the liquid nitrogen containers if the refill tank is not connected.	<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"/>

Fachbereich Biologie, Chemie, Pharmazie  
 Institut für Chemie und Biochemie  
 Forschungsbau SupraFAB

**Protokoll über die jährliche Sicherheitsunterweisung für Laborpersonal und Mitarbeitende der gentechnischen Anlage 92/14 gemäß der Betriebsanweisung (nach § 17 Abs. 2 GenTSV und § 14 BioStoffV) für Arbeiten in Gentechniklaboren Sicherheitsstufe 1 und 2**

***Protocol on the annual safety training for laboratory personnel and employees of the genetic engineering facility 92/14 according to the operating instructions (according to § 17 para. 2 GenTSV and § 14 BioStoffV) for work in genetic engineering laboratories security level 1 and 2***

Ziel der Unterweisung / Instructional goals:

Aufklärung der im Labor arbeitenden Personen über reale und potenzielle Gefahren am Arbeitsplatz sowie über Details der Sicherheitseinrichtungen und zur Verfügung stehender Schutzausrüstung

*To inform individuals about real and potential dangers in the workplace, as well as to provide details about safety equipment and procedures.*

Inhalte der Unterweisung / Contents of the instruction:

Die Unterweisung folgt den Inhalten der Betriebsanweisung nach § 17 Abs. 2 GenTSV und § 14 BioStoffV für Arbeiten in gentechnischen Anlagen der Sicherheitsstufe 1 und 2 – Anlage 92/14 des Fachbereich Biologie, Chemie, Pharmazie, Institut für Chemie und Biochemie, Forschungsbau SupraFAB (Seiten 1 bis 4) sowie der Anlage 2 Teil A II GenTSV - Gentechnik-Sicherheitsverordnung (Seiten 5 bis 6). Die Unterweisung wird mindestens jährlich und darüber hinaus bei Bedarf mittels einer Präsentation und/oder Handouts (siehe ggf. angefügte Dokumente) durchgeführt und beinhaltet ggf. auch eine Führung durch die Labore.

The instruction follows the contents of the operating instructions according to § 17 para. 2 GenTSV and § 14 BioStoffV for work in genetic engineering facilities of safety level 1 and 2 - Annex 92/14 of the Department of Biology, Chemistry, Pharmacy, Institute of Chemistry and Biochemistry, Research Building SupraFAB (pages 1 to 4) as well as Annex 2 Part A II GenTSV - Genetic Engineering Safety Regulation (pages 5 to 6). The instruction will be carried out at least annually and in addition if required by means of a presentation and/or handouts (see attached documents, if applicable) and may also include a tour of the laboratories.

<b>Vorname, Familienname/ first name, last name</b>	<b>Zedat account name (Email)</b>	<b>Forschungsgruppe/ research group</b>	<b>Datum / date</b>	<b>Zeitraum (von -bis)/ time (from- to)</b>	<b>Unterschrift/ signature</b>	<b>Unterschrift Unterweisender/ signature instructor</b>

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