

BIOIMAGING CENTRE ML-I LAB: ACCESS AND WORKING RULES

Location: ZH161

All users of the Bioluminescence Centre ZH161 ML-I lab have to work according to the ML-I working rules.

GENERAL INFORMATION

BIC team

Technical support:

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Lab supervisor:

Tom Knop	ZH273	+31 534891262/+31 650273920	t.knop@utwente.nl
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ML-I RELATED INFORMATION

General terms

GMO	-	Genetically Modified Organism
RL	-	Research leader, responsible for GMO projects per research group (former Dutch name: VM)
BSO	-	Bio-hazard Safety Officer, responsible for all biosafety related topics

BSO at UT

Joyce Mulder	HR-V&G	+31534897849	joyce.mulder@utwente.nl
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PROCEDURE FOR ACCESS TO THE ZH161 LAB ML-I LAB

Lab access authorization requirements

- Contact BIC support
- Confirmation of knowledge of UT working rules (doc will be supplied)
- Confirmation of basic knowledge about laser safety (doc will be supplied) or laser safety certificate (for specific equipment only)
- Confirmation of compliance to the lab access and ML-I working rules specific for the ZH161 ML-I lab **as described in this document** by returning a signed version to Ine Segers.
- Registration in the ZH161 ML-I GMO logbook by Ine Segers; without registration no access.
- After approval of the access request via the Sesam system further instructions will be given in a lab tour.

REQUIREMENTS FOR WORKING WITH LIVING GMO's IN THE ZH161 ML-I LAB

- Only persons registered as authorized employees on an already existing GMO permit (by the RL (VM) in their own research group) can be allowed to work in the ZH161 ML-I lab with the specific ML-I level GMO's registered on that permit.
- The RL (VM), responsible for all activities with the GMO's registered on the specific GMO permit, has to contact Ine Segers in advance about the planned GMO work in the ZH161 ML-I lab and the employees involved.
- The RL (VM) has to provide a copy of the GMO permit (including hosts, vectors, and DNA sequences) and GMO specific work protocols.
- The RL (VM) stays responsible, also in ZH161, for supervision of his/her GMO project employees.
- The RL (VM) will give his/her GMO project employees additional GMO training, if required within the GMO project.
- The RL has to provide his/her own project employees the proper GMO transport boxes.

LAB RULES

General lab rules

- Access is only allowed by checking in at the card reader with a **personal** authorized card.
- The ZH161-BIC is open at **8.00 h and closes at 18.00 h**.
- Experienced users can apply for working outside office hours (Access granted by technical support staff).
- For access to visitors, ask for a guest card and instructions (Technical support staff).

ALL ZH161 ML-I USERS: LAB PROTOCOL

General

- The GMO lab has to be clean and tidy at all times.
- During all activities, the doors of the ML-I GMO laboratory must be closed.

Entering and leaving the lab

- Personal belongings should be kept outside the ML-I lab; lockers are available.
- It is not allowed to wear rings, bracelets or wristwatches in the ML-I lab. Lockers are available outside the lab.
- Wash hands with soap for 20 seconds and dry with paper towel
- Disinfect with disinfectant and let dry
- Put on the lab coat stored in a personal drawer.
First time users take a clean lab coat from the cupboard.
- When laser safety glasses or other tools (pipets, screwdrivers etc.) were used they should be cleaned and be placed back at their designated places.
- Before leaving the lab, take off lab coat and store for next use in a personal drawer. First time users put the used lab coat in one of the unmarked drawers. The BIC staff also collects part of the lab coats from the drawers for washing every few weeks to keep a sufficient stock of clean lab coats available. You can find your name tag then on the white board.
- Wash hands with soap and dry with paper towel
- Disinfect with disinfectant and let dry

During working in the lab

- Wearing a lab coat is mandatory, it should be worn buttoned. It is not allowed to wear this lab coat outside the ML-I lab (also not in the ML-II lab!).
- Also when only briefly taken off, the lab coat should not be left on a lab chair, but stored in the personal storage drawer.
- When a lab coat is contaminated by spills it must be first decontaminated by autoclaving before washing.
- Gloves are only used if required for the experiment, to avoid a false sense of safety. Same goes for goggles
- Wash your hands with soap frequently, wash your hands always after handling potentially contaminated material and before leaving the laboratory.

ZH161 ML-I GMO USERS: LAB PROTOCOL FOR ACTIVITIES WITH LIVING GMO'S

Transport of samples

GMO containing samples must be transported into the ML-I lab in a special GMO transport box. Every RL has to provide the GMO transport boxes for his/her own project employees.

Centrifuging GMO containing samples

- Spillage should be avoided at all times.
- When using a table-top centrifuge make as much as possible use of closed rotors or closed buckets.
- Only use appropriate centrifuge tubes and inspect their intactness before use.
- The liquid in the centrifuge tubes should never contact the lid during centrifuging. Therefore, only fill to 4/5 max; if angle rotors are used, only fill to 2/3 max.
- If leakage occurs while centrifuging, the tubes and the rotor must be disinfected (both internally and externally) with 70% ethanol.

Working at microscope setups with GMO containing samples

During handling of GMO containing samples aerosol formation should be avoided at all times. When pipetting the outflow of the pipette must be directed along a surface to prevent dripping.

Materials for decontamination required to be sufficiently available at the set-up before starting an experiment, **to be checked for by the user**:

- 70% ethanol disinfectant
- Tissues
- Disposable gloves
- Container to decontaminate small objects (substrates, tools, etc) in 70% ethanol
- Small benchtop stand with disposable bag for small GMO waste; after every use discarded in a blue GMO waste bin.

Decontamination

GMO contaminated materials and equipment have to be decontaminated before reuse, as soon as possible after contamination.

- **Decontamination of benches and equipment**
After contamination/spills the bench and equipment have to be immediately decontaminated by the user with 70% ethanol disinfectant.
Also after completion of activities and at the end of every working day the set-up has to be decontaminated by the user, i.e.:
 - bench surface
 - microscope stage and body
 - objectives, with special attention to water dipping objectives
 - tools, pipets and other items used

All disposable materials used for decontamination, like tissues, are deposited in a blue GMO waste bin.

- **Decontamination of materials**
Materials for reuse need to be decontaminated with 70% ethanol.
After decontamination, materials can be washed according to the normal procedure.

Waste

Solid waste, like samples on microscope slides, pipette tips, tissues, small volumes of liquid in test tubes, etc., is collected in a blue GMO waste bin with a single closure lid. Full bins are taken to the waste storage room and collected by a certified company.

Cleaning of setups and benches

A lab coat has to be worn during cleaning activities.

Normal cleaning activities (floors, doors) are performed by cleaning personnel who received instructions regarding activities in GMO labs.

Cleaning of work benches is not included in the activities of the cleaning personnel, but has to be performed by the lab users. Users have to keep the workspace cleared, clean and tidy.

AGREEMENT (please fill out completely on next page)

In case of non-compliance to the rules, sanctions may follow ranging from a warning to refusing access to the BIC ZH161 ML-I lab.

Read and agreed by (name):

Research group:

Email address:

Mobile nr:

Position (B, M, PhD, PD etc):

Supervisor (name):

BIC equipment needed:

Project budget number (format: xxxxxxxx-xx):

Will make use of living gmo's in BIC: YES / NO (Please circle your choice)

If YES, name of the RL/VM of your group:

If YES, did you inform your group RL/VM about your use of living gmo's in BIC:
YES / NO (Please circle your choice)

Date:

Signature: