

Three main objectives for the Molecular Cytology lab:

A: **Safe lab** (no pollution, no dangerous situations)

B: **Professional lab** (good equipment, clean environment, clean tools, efficient work, obeying rules, registration, clear responsibilities)

C: **Comfortable lab** (nice work atmosphere, people show responsibility and cooperation)

**People violating A, B1(i+ii) and/or B2 rules will be expelled from the lab. In case of opposite views or repetitive neglect Dorus Gadella will intervene.**

There are four underlying documents with the general rules;

- 1.) **LCAM Microscopy guidelines.**
- 2.) **Washduty guidelines and list.**
- 3.) **Cell culture guidelines.**
- 4.) **General (Arbo) rules SILS/FNWI.**

When appropriate, these need to be read and signed also.

A1) Always wear a lab coat in the ML-I rooms.

A2) Don't touch furniture/equipment/doors with gloves. When gloves are required typically wear one glove. See separate detailed instructions.

A3) Ethidium bromide & gels. Maximal efforts should be done to prevent contamination of the lab with ethidium bromide. Running gels, handling buffers and taking pictures requires careful handling. No touching equipment with glove, only the gel. All gels should be labeled with name/date. **See separate guidelines at the geltray's.**

A4) People should be aware of danger (to themselves and others) of the chemicals they work with. A book with information on hazards will be available in the lab. Location: the chemical storage room....

A5): Weighing equipment should be left clean. If not cleaned, nobody knows which chemicals they are exposed to.

A6) Fume Hoods (zuurkasten) should be closed up to the green line and kept clean and as empty as possible for proper functioning.

A7) Working alone in a laboratory should be avoided.

A8) BSc and MSc students are not allowed to work unsupervised in a laboratory at any time.

B1) GMO (VMT, ML-1) rules. **See separate detailed guidelines.** There are 3 main points:

i): Proper handling of disposables and garbage (at no occasion throw antibiotics containing culture media through the gutter).

## General lab rules: Molecular Cytology

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ii): All GMO constructs made should be registered (location of tube, electronic sequence information) in the appropriate database.

Documentation should always be traceable when leaving.

iii): Work on GMOs should be covered in the formal lab permits (vergunningen).

B2) Lab kitchen duty: PhD's and postdoc's working in the lab do their lab kitchen duty according to a schedule. Clean/sterile glassware is essential for good experiments. Laura van Weeren will check and approve the cleaning duty.

B3) Autoclaving material requires special precautions in order to not destroy lab equipment. **See separate guidelines.**

B4) Centrifuges (rotors, buckets, inner compartment) should be left clean and dry.

B5) Equipment should be left behind clean and in a standard state. Common workspace should be left clean and no tools should be left behind.

B6) New chemicals/disposables should be ordered **before** they are at the end of supply or empty. Tell or ask Laura van Weeren or Anna Chertkova.

B7) No construct is sent to another lab without an accompanying MTA (material transfer agreement), sequence information and vector information. These agreements will be signed by Dorus Gadella and stored in a dedicated archive by Joachim Goedhart.

B8) All constructs in a paper should be registered in the database before submission for publication.

C1) All experimenters have equal status in the lab, however instructions regarding lab rules (cleaning, safety, GMOs) especially those from Laura van Weeren, Anna Chertkova and/or Joachim Goedhart are to be taken seriously.

C2) All people working in the lab share responsibility for equipment according to a task list.

C3) In case of uncertainty or problems with equipment or protocols, people will ask for and receive help. No attitude like: "the next to use it will solve the problem", or "my research is more important than your research, help yourself". Happy colleagues, good functioning of protocols and equipment is in the best interest of everyone including yourself.

C4) For any full pipet-tip box taken an empty box should be filled with tips within 24 h.

Read and understood by:

Name: .....

Date : .....

Signature: .....