

Shared PCR Laboratories Rules and Safety Regulations Plan

Purpose

The purpose of this Rules and Safety Regulation Plan is to provide guidance and protocols for the protection of the users of the shared PCR laboratories in Selby Hall. The Plan will help to optimize use of equipment and space.

Contacts

Principle Investigators: Sally Miller, miller.769@osu.edu, ext. 3678
Sophien Kamoun, kamoun.1@osu.edu, ext. 3847

Laboratory Supervisors: Melanie Lewis Ivey, ivey.14@osu.edu, ext. 2704
Diane Kinney, kinney.63@osu.edu, ext. 2859

Safety Officer (Selby Hall): Lee Wilson, wilson.40@osu.edu, ext. 2865

Safety Regulations

1. All the general laboratory safety regulations outlined in the Chemical Hygiene Plan apply to the shared PCR laboratories.
2. When working with the Kodak Digital Imaging System, gloves must be worn on both hands. Do not wear gloves when using the computer (iMac attached to imaging system).
3. When working at the gel electrophoresis bench and the accompanying sink, gloves must be worn on both hands.
4. When moving from PCR lab 1 to PCR lab 2, within the lab or down the corridors one hand must be ungloved at all times.
5. Gloves (contaminated with ethidium bromide or other toxic substances) should not be worn to answer the telephone or use other equipment in the lab.

6. Ethidium bromide solutions should be disposed of in the red waste container located in the fume hood of PCR lab 1 or under the staining bench in PCR lab 2. If hazardous waste other than ethidium bromide is put into these containers it should be clearly marked on the label attached.
7. Ethidium bromide spills should be cleaned up immediately, using proper precautions (wear gloves, put material used to clean up in bio-hazardous waste bins, wipe contaminated area down well with ethanol or detergent).
8. Used gels and gel waste should be discarded in the bio- hazardous waste bin, which is located beneath the gel electrophoresis benches.
9. Used gels and gel waste should not be put down any of the sinks.

Laboratory Rules

1. All new users of the shared PCR lab should be provided with a copy of the Rules and Regulations Plan and be given a tour of the lab by one or both of the laboratory supervisors.
2. All users should provide their own supplies unless otherwise agreed upon.
3. Users will be provided with their own bench space when possible. It is the responsibility of the user to keep their bench space clean. When bench space is shared users should be respectful of the other users space.
4. Users are responsible for their own dishes and spills. Clean up is NOT the responsibility of the laboratory supervisors.
5. Dishes should NOT be left in the gel electrophoresis sink. Dishes should be taken to Laurel at your earliest convenience.

6. Broken or malfunctioning equipment should be reported to a laboratory supervisor IMMEDIATELY.
7. Instructions on how to use the thermocyclers, spectrophotometer, Kodak Imaging System and centrifuge **are posted** beside them. Instructions are available online at <http://www.oardc.ohio-state.edu/millerlab>. **Questions about these pieces of equipment should be directed to the person assigned to them.**
8. Thermocyclers must be signed out in the logbook prior to use.
9. All programs entered into the computer must be logged. Those programs that are not logged by the end of each month will be deleted.
10. Pipettes labeled for PCR use should be used for PCR only. **NO EXCEPTIONS.**
11. All files on the iMac should be put into your own folder. Files remaining on the desktop at the end of each day will be deleted.
12. All Kodak 1D files should be converted to a Jpeg file. All Kodak 1D files remaining on the desktop or in the shared folders by noon Friday will be deleted.
13. Users are responsible for backing up their own folders. It is recommended that you do this on a weekly basis.
14. Any equipment, chemicals or references that are borrowed should be signed out and signed back in. The sign-out book is attached to the filing cabinet.
15. If you are experiencing problems with a piece of equipment and can not wait until Melanie or Diane are available please contact one of the following persons: Joe Win (330 287 7550, win.6@osu.edu) or Thirumala Kanneganti (330 287 1448, kanneganti.3@osu.edu).