

## University of Alaska Museum Molecular Genetics Laboratory User Agreement

The University of Alaska Museum (UAM) Molecular Genetics Lab (MGL) is a shared facility intended for pre-PCR molecular procedures and managed by the UAM Genomic Resources (GR) Collections Manager. The UAM is a PCR-free building, meaning that the polymerase chain reaction (PCR) used for amplifying DNA has never been conducted within the building and is not allowed in any space inside the Museum. Part of the MGL's purpose is to serve as a staging area for the UAM Ancient DNA (aDNA) lab. The aDNA lab is a sterile workspace and provides a “clean” environment for the extraction of genetic material in which DNA yield or quality is expected to be low and for which the risk of contamination is particularly high. For this reason, it is critical that we maintain this lab’s sterility.

General management of the MGL and aDNA labs is the responsibility of the GR Collection Manager. An MGL Oversight Committee composed of affected or interested curators determines policies and procedures regarding the use of these facilities.

All MGL users must follow the lab safety procedures, sterility protocols, and best practices described below. Failure to abide by these policies may impact a user’s (and a PI’s) access to lab in the future as decided by the MGL Oversight Committee in consultation with the GR Collection Manager and Museum Operations Manager. These procedures and protocols are for the safety of all users, in compliance with UAF policy, and for the integrity of everyone’s research.

### SAFETY:

- Prior to being granted access, all users must take the following training, available at <http://www.uaf.edu/safety/training>:
  - UAF Laboratory Safety
  - Chemical Hygiene
  - Hazard Communication
  - Hazardous Waste Management (introduction)
- Open-toed shoes or midriff-exposing clothing are not allowed in the lab.
- Absolutely no food or drink is allowed in the lab.
- The lab’s eye-wash stations and shower must be accessible at all times.
- Know the location of the Material Safety Data sheets (MSDs) and how to use them. Do not remove them.
- **Chemicals must be labeled with contents, date, and the preparer's name. Unlabeled chemicals will be disposed of by Environmental Health and Safety.**
- Chemicals must be stored in appropriate containers in accordance with the directions in the MSDs. Improperly stored chemicals will be disposed of by Environmental Health and Safety.
- All users will keep the GR Collection Manager, Kyndall Hildebrandt, apprised of chemicals that are stored and used in the lab.
- No chemicals or chemical waste will be disposed of in the sinks. All chemicals and chemical waste will be disposed of by the Museum Operations Manager, Kevin May.

