

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.

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- No known mutagenic chemicals, compounds, or reagents (e.g., EtBr) are allowed in the lab.
- No chemicals or supplies can be stored in the fume hood.

STERILITY:

- Minimize working in any other building(s) in which PCR is or has been performed prior to entering the museum's MGL.
- Users must be clean and wear clean clothes free from animal hair, excessive dirt, and other debris.
- NOTHING should be placed in the designated aDNA lab area in the MGL. This area is to be used by authorized users of the aDNA lab only.
- Any supplies not already stocked in the lab can be brought in if they are **newly purchased and delivered to the museum** (primers, reagents, kits, etc.). Nothing from a post-PCR facility (e.g., WRRB, O'Neill, Irving, Arctic Health) is to be brought into the MGL Lab.
- Lab equipment will be brought into the MGL lab ONLY upon approval of the GR Collection Manager and PIs.
- Users are expected to maintain clean, uncluttered counter and shelf spaces. Counters should be regularly cleaned with a 10% bleach solution.

COMMON LAB PRACTICES:

- Glassware or other instruments that have been washed and are drying should be put away in a timely fashion.
- Do NOT use other people's chemicals, supplies (tubes, racks, etc.), or equipment (pipettes, centrifuges, heat blocks, etc.) without their permission. Communal lab equipment is labeled "UAM Molecular Lab" or "Lab."
- If you do not know how to use any of the equipment, ask someone who does. If you have problems with any of the equipment, notify the GR Collection Manager immediately.
- Everything in the refrigerators and freezers must be clearly labeled with the PI's name, your name, and a description of contents. Drawers and storage containers also need to be labeled with your name (please use removable tape or labels).
- The MGL is a shared resource and is not intended to serve as a permanent repository of any samples, reagents, supplies, or equipment. When you are done with your research and use of this facility, everything needs to be removed unless you have made arrangements with the GR Collection Manager.

EMERGENCY CONTACTS:

Kyndall Hildebrandt, 474-6914, Rm. 008. cell 907-347-5354 Kevin May, 474-5358, Rm. 007. cell 907-388-6414 Your PI

In case of an emergency, contact UAF Dispatch (474-7721) or call 911 if there is an immediate threat of harm to life or property.

User's Printed Name User's Signature Date

Supervising PI Signature Department Date

GENOMIC RESOURCES COLLECTION MANGER: Please contact Kyndall Hildebrandt at <u>kbhildebrandt@alaska.edu</u> or x6914, if you have any questions or concerns.