

University of Alaska Museum Genomic Resources facility User Agreement

The University of Alaska Museum (UAM) Genomic Resources facility (Room 020) contains cryopreserved tissues from several of the Museum's individual collections. For the most part, these samples have not been denatured and must remain constantly frozen at the lowest temperature possible. Access to Genomic Resources is strictly limited to those people who have been trained in the proper handling of frozen tissue samples and the liquid nitrogen production and storage equipment. This ensures the safety of the staff and the integrity of this irreplaceable collection.

General management of Genomic Resources (GR) is the responsibility of the GR Collection Manager. Policies and procedures regarding the use of this facility are determined by the Molecular Genetics Laboratory Oversight Committee composed of affected or interested curators and in consultation with the GR Collection Manager and the Museum Operations Manager.

The diversity of species and the size and extent of the sampling increase the potential for the presence of pathogenic material. Thus, users must employ best practices to ensure containment of zoonotic agents.

Hazards associated with removing samples from the freezers/preparing samples include cuts from sharp instruments, severe burns, frostbite, asphyxiation due to liquid nitrogen spills and possible exposure to zoonotic agents.

For this reason, it is critical that access is limited. All users MUST follow the procedures and protocols described below. Failure to do so will impact a user's (and a PI's) access to lab. 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:
 - UAF Laboratory Safety <http://www.uaf.edu/safety/training/>
 - Chemical Hygiene <http://www.uaf.edu/safety/training/>
 - Hazard Communication <http://www.uaf.edu/safety/training/>
 - Hazardous Waste Mgmt (introduction) <http://www.uaf.edu/safety/training/>
 - Cryogenic Safety (esh_sah_a04_sh_enus) SkillSoft
- No open-toed shoes, skirts, midriff-baring clothing, or shorts are allowed.
- No one under the age of 18 is allowed access unless they are part of a tour approved by the GR Collections manager and at least one curator on the MGL Oversight Committee.
- Absolutely no food or drink is allowed in the lab.
- Know where to find and how to use the Material Safety Data Sheets (MSDSs) and Standard Operating Procedures (SOPs). Do not remove the MSDSs or SOPs from their designated spots.
- The door to Genomic Resources may not be propped open or otherwise modified to allow entry without a door key unless approved by the GR Collection Manager, Museum Operations Manager, or a designee thereof.

User's Initials _____

BEST PRACTICES:

- Do NOT use other department's supplies (dewars, tubes, boxes, racks, barcodes, etc.) or access their collections without permission.
- If you do not know how to use any of the equipment, ask someone who does know. If you have problems with any of the equipment, notify the GR Collection Manager immediately.
- Users must be clean and wearing clean clothes free from animal hair, excessive dirt, and other debris.

ACCESS

- **If you need liquid nitrogen, notify the GR Collection Manager at least one week prior to the date needed.** The plant is at full operating capacity providing for the storage tanks so we must plan accordingly.
- If you set off a freezer alarm while working in a freezer, call UAF Dispatch (474-7721) and the GR Collection Manager (x6914) to report the alarm. Make sure that the freezer returns to temperature and that the alarm is turned back on before you leave.
- Key access to this room is granted by curators. If you have key access, you are responsible for users you bring into the freezer room that have not been granted key access.
- Weekend of after-hours access (5 p.m. to 9 a.m.) to Genomic Resources must be approved by the GR Collection manager and can only be granted to users whose after-hours access to the lower level of the museum has already been approved by another department.

EMERGENCY CONTACTS:

Genomic Resources Collection Manager
Kyndall Hildebrandt x6914 Rm. 008

Museum Operations Manager cell 907-347-5354
Kevin May x5358 Rm. 007. Cell 907-388-6414

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:

Kyndall Hildebrandt kbhildebrandt@alaska.edu or x6914
Please contact me if there are any questions or concerns.