

## Paul Flechsig Institute Centre for Neuropathology and Brain Research

### Basic rules in the laboratory

- do not eat/drink/smoke in the laboratory
- Do not use fire/ sources of ignition
- Wear sturdy, closed shoes/ tie back long hair
- Familiarise yourself with the potential hazards in the laboratory, the rooms, escape routes, location of fire extinguishers, signals and the assembly point in the event of a fire alarm.
- In the event of a fire alarm, a siren will sound in the institute; please leave the institute immediately and go to the assembly point.
- sign out at the secretariat if leaving the institute during working hours
- Working hours are flexible from 7:30 - 20:00. Should you be there longer, please discuss this with the supervisors and inform them when you leave the institute.
- Adhere to the appropriate safety precautions in the laboratories and wear appropriate protective clothing.
- Do not touch door or cupboard handles, especially in common rooms, with gloves that have been used to work with potentially dangerous substances.
- All workstations/equipment used must be left clean and tidy.
- all implements are put back in their place
- Wipe the work surfaces with 70% ethanol/Deskosept and the disposable wipes from the dispensers.
- if you are almost out of something, refill it and if you run out, let Renate/Katja/Jana or Isa know that it is almost empty; neuropathology staff please contact Paula, Nancy or Theresia.
- report any injury/accident to Renate (documentation in the book)
- in case of emergency, an eye shower and body shower are available in each laboratory
- When admitting unknown persons, ask for name and contact person in the PFI, if necessary accompany person to colleagues (otherwise risk of theft).

### Chemicals/ Reagents/ Kits

- Always be aware of the chemicals/reagents/kits you are working with and follow the appropriate safety precautions and protective measures.
- Note that many chemicals are very reactive.
- The date of opening of new containers/vessels must be documented on the vessel.
- Self-prepared buffers or chemicals must be labelled with exact contents, date and initials
- Bottles/containers with hazardous substances must always be labelled with the corresponding hazardous substance signs (stickers, available from Renate/Katja - Neuropathology Paula, Nanca, Theresia)
- observe the storage regulations and the regulations for disposal
- Reagents in tubes must be briefly centrifuged before use to prevent aerosol formation/contamination by substances in the lid.
- A list of available chemicals/reagents can be found in the laboratory and in the Labfolder material database.
- Please fill in the lists or let Katja/Renate/Isa/Jana/Paula/Nancy/Theresia know if something is empty or if something has been set/dissolved/aliquoted.

### Antibodies/ Enzymes/ Proteins/ Primers/ Oligos

- Be sure to observe the storage instructions
- Many of these substances are very temperature-sensitive / light-sensitive and very expensive, accordingly cool / protect from light even for short transports.
- always use sparingly and always close well

- Protect reagents from germs/contamination (gloves, autoclaved tips).

- Small quantities of hazardous substances are often contained here as well, e.g. sodium azide (observe protective measures, always wear gloves).
- Information about the reagents can be found on the manufacturer's pages and on the corresponding data sheets (folder TA Laboratory).
- for antibodies / biomolecules / primers / enzymes there are lists on the refrigerator and in the Labfolder database
- always return the used reagents to the appropriate place
- the lists live from being constantly updated
- Please document all information, e.g. prepared/aliquoted on, used up on, tips for use etc. on the lists with name abbreviation and/or report to Katja/Renate/ Isa/Jana.

### Work under the hood

- make sure that the trigger is switched on and in working order
- Use of the fume cupboard always with the safety screen in the engaged position or slightly lower (optimum exhaust function).
- the fume cupboard must be left clean and tidy after each use (especially in the EM laboratory)
- Wipe the surface with 70% ethanol and hygienic wipes from the dispensers.
- Fume cupboard must not be too full, otherwise it will not work properly
- Always reseal all receptacles/containers incl. waste bins.

### Disposal

- Inform yourself beforehand about the disposal of the substances you are working with.
- Disposal plan see notice board, briefing by Renate/Katja/Jana/Isa/Paula/Nancy/Theresia
- see data sheets of the substances (manufacturer's pages, folder TA-Labor)
- Glass waste as well as sharp objects are disposed of separately

### Devices

- Familiarise yourself with their correct handling before use.
- Find out who the person responsible for the equipment is and get a briefing.
- In case of problems or suspicion of a defect, immediately inform the person responsible for the unit or a TA.
- all equipment must always be operated according to instructions and with great care
- When work on the unit is finished, switch off the unit or clearly mark that it must remain on (e.g. incubation overnight).
- many devices have to be booked via Google Calendar/ Desk Calendar before use (email to Ellen)

### Documentation

- Experiments must be documented in the laboratory book (according to the guidelines for the documentation of scientific experiments)  
[https://www.dfg.de/download/pdf/foerderung/rechtliche\\_rahmenbedingungen/gute\\_wissenschaftliche\\_praxis/kodex\\_gwp.pdf](https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp.pdf)
- Raw data must be stored digitally, labelled with date, type, experiment and a short reference to the documentation location (e.g. in the lab book) and handed in to the supervisor of your work at the end of the work.
- Before creating genetically modified organisms = GMOs (transformation of E.Coli, transfections in cell lines, etc.), instruction by PD Dr. Uwe Ueberham is required - the creation as well as the disposal of the respective GMO must be traceable in the "Form Z" (the table is handed over to the supervisor after completion of the practical work).

Acknowledged and understood / Name (please readable): Date:

Signature