

User Guidance on the T-PIRC Gene Research Center (GRC), University of Tsukuba

20200427

I. Safety, ethics and common manners are the principles to use a joint use facility and higher educational research. You are at the University of Tsukuba, and follow the rules as a member of the university community. There is no exception, excuse and evasion out from the rules which would prevent you from any risk.

1. Please alert any accidents and problems at the earliest occasion around and to the office.
2. Do not hide any problem, and please report and consult with the office or with your advisor.
3. Protect yourself and folks around out from any risks when you engage in the GRC activities.
4. Personal hygiene protection is one to pay extra attention for yourself and other people including social consideration. Use protection gears, and use your own personal items for hygiene as appropriate.
5. We highly request you to bring your hand towel or handkerchief to wipe your hands after hand wash and please do not use toilet paper to wipe your hands.

II. Any use at GRC is charged to your PI/advisor: Please consult with your PI/advisor.

1. Registration fee to use any equipment at GRC is 5,000 yen annual.
2. Bench fee is 20,000 yen annual.
3. Use of some instruments such as DNA sequencers are also charged besides the registration fee or bench fee to cover their utility and consumable expenses.
4. • Photocopy etc. is charged according to the amount.
 - Mono 5 yen/sheet , color 15 yen/sheet
 - ABI 3130 750yen/1run(4samples),
96well Plate 500yen/piece , 96well Septa 2,250yen/piece
 - ABI 3500 4,500 yen /1run(24samples)
 - Gel imaging device 20 yen/sheet
 - LSM700 1,000yen/hr • Real-time PCR 7900HT 500yen/1run
 - LI-COR4300 DNA Analyzer 15,000yen/1run • JSM-6010LV 3,000yen/1hr
 - MeiwaFosisLI-6400XT 3,000yen/1day

- III. All users should be registered via your PI/advisor.
1. Registration is responsibility of individuals under supervision of your PI/advisor. Provide the university ID to be registered.
 2. The facility is security-locked on the weekend and out-of-office hours using biometrics authentication system. You need to register your biometrics data to enter the facility in those periods. It is valid until the end of the fiscal year.
Application on biometrics: May; 7~11, Registration May 12~14 at 1400-1530.
Later details will be noticed.
 3. To use instruments, you should (and not):
 - i) The instruction to members is responsibility of each user group
 - ii) If you do not know how to use an equipment, please confirm it to your professor or labo members in advance.
 - iii) Technical problem should be reported immediately to the GRC office
 - iv) Use should be recorded on the notebook provided, aka SHIYOUBO. Reservation may be required on some instruments.
 - v) Do not cheat or fake on recording to SHIYOUBO using other name or other group name.
 - vi) DNA sequencers have specific rules and ask individually at the office.
 - vii) Identify your name, group on your items when you use the equipment such as driers, incubators and shakers furnished at the common lab spaces. Do not leave those items. Label and mark everything you use.
 - viii) Be sure to turn off power switches of instruments. Especially, pay extra attention to the mercury lamp, LASER sources etc. which are much expensive than you expect.
 - ix) Please put your items at the designated space in the freezers, chambers etc. If you need extra space, do not invade but at first make a request to the GRC via your PI/advisor.
 - x) Clean lab and clear garbage.
 - xi) Please do not keep data in the computers furnished as the common terminal uses for lab instruments. Make your removal media such as USB memory free of computer viruses before put it into the computers.
 4. Consult and get approval on any changes
 - i) Bringing lab equipment should be approved by GRC, some pre-conditions

apply to this processes.

- ii) Moving any furnished instrument at GRC is prohibited.
5. Animal research, biohazard, biosafety, plant quarantine related pathogens/pest, and drugs, must be filed and must be approved correspondingly by the university committee(s) on the issues before starting experiments.
6. Use of Greenhouse and isolated fields should be solicited and approved before uses.
7. Use of transgenic animal room should be applied for ahead of planning as space is limited and also animal research approval reasons.
8. Key loans are made based on annual renewal. GRC examine the key availability at the beginning of the fiscal year. Once the lab uses completed at the middle of the fiscal year, the keys should be immediately returned to GRC.
9. Remove and dispose properly all wastes including reagents when you vacate the center.
10. Record items at GRC office if you borrow anything from GRC. You cannot take the items out from GRC, only allowed to use at GRC. Return them promptly.
11. A lab contact individual should be identified besides the PI/advisor.
12. If the lab use is planned for class teaching, request should be made from the organizational representative of the educational unit such as a dean of undergraduate school.

IV. Emergency

- Fire: make sure your closest exit, fire extinguisher. Identify different types of the fire extinguishers, chemical and CO₂. For analytic instruments such as spectrophotometers, sequencers, gas and liquid chromatography, use CO₂ one.
- In case of fire and earthquake, please evacuate and gather at the open space. There is designated primary gathering spot at the east side of the center, and move to the north parking lot of the Administration Center(Honbu-To).
- Emergency contacts are addressed at the GRC old section entrance and also elevator near by the GRC office.
- Weekend emergency contact: use the list or call 4850 for primary contact.

V. Others

1. Garbage disposal, classify each entity and bring to the designated location.
Refresh room cleaning is responsibility of each user and each group. Please collaborate for the maintenance of your refresh rooms.
General cleaning of the common lab facility is also your responsibility and we need your participation!
2. Your lab is maintained by your group, it is your responsibility. Improper users could result in disapproval of your users.
3. Use of the seminar room
 - Priority is given for the GRC business
 - Reorganize the desks and chairs after users as they were.
 - Clean the room after users
 - Reservation is required.
 - Periodical use for ordinary group seminar should be registered to GRC at an annual planning basis
 - If no use, change the use status plate back to “open room”
4. **Refresh rooms are shared and clean as appropriate once you use.**
5. **No food, no drink at lab, hallway. Exception is only at refresh rooms.**
6. Doors and windows should not be kept open due to the LMO research rules.
7. **Do not indulge in music etc.: No head sets except refresh rooms.**
8. **Smoking is prohibited strictly within the GRC and its precinct areas.**
9. Collaborate with saving electricity and resources.
10. Change shoes at the entrance, you have shoes boxes at the entrance. Identify your box by the supplied labels. Bring your own shoes/slippers, and do not use the furnished slippers, these are for guest visitors only. Please put your name with white sticker. No white sticker, the shoes will be disposed on/after May 18.
11. Please pay your attention to the information posted at the entrance from GRC.
Your PI/advisor may divert you the information and share it.
12. Check and make action relevantly on the posted info at the entrance.
13. Do not send personal package to GRC.
14. Do not put any items at the facility maintenance service room.
15. Bicycles: Park at the designated places
16. Network uses; obey the university rules and information. Violation may be sued

by public laws, besides the university owns actions on such wrong conducts.

17. Please consult with your PI/advisor and also with GRC office on any question before you make an action.

Any request to Center should be in writing by the PI or if any contact needed, please send your message to kanri@gene.tsukuba.ac.jp or call at extension 6006