

DRFZ lab rules

We all have the ambitious aim to get good results in our scientific work without being a burden to the colleagues.

To achieve this it is necessary to obey some rules!

BASIC PRINCIPALS - this and that

New colleagues, students, guests etc., please get familiar with the general lab rules (safety, lab coats, prohibition of eating and drinking in the lab, rules concerning genetic engineering, animal facilities, radioactivity, etc.). You find the name and phone number of the relevant contact persons in every lab. Look also to the lab managers for advice.

It is strictly forbidden to attach anything (calendar, poster e.g.) to the lab wall!

Devices:

Keep the commonly used devices clean and use them only after a briefing by experienced colleagues. Get help with special devices preferentially from your group members.

Inform the staff, if you have problems.

If a device in your lab has to be repaired you can place an order with the concerning company only after having completed the form "Bedarfmeldung (purchase request)", which has to be submitted to the administrative director. For generally used devices inform the colleagues that are responsible or the lab managers.

Devices, equipment, and furniture must not be removed from their place without consultation with the lab managers. Likewise devices and furniture must not be installed in commonly used labs without permission of the DRFZ management.

If you change the position (room) of a device with a DRFZ inventory number, you have to inform the administrative accounting (Finanzbuchhaltung; norbert.adametz@drfz.de) and the lab manager (labmanager@drfz.de) via email.

Glass and plastic ware

In our house glass bottles with red caps are exclusively used for autoclaved Milli-Q water (0.2 µm filtered desalted water). They must NEVER be filled or completed with anything else. This refers also to the PBS/BSA bottles with white and green caps and to PBS-bottles with a blue cap marked with a "Z".

Please return empty bottles to the scullery (lab2.30/ 2.29) so that they can be washed in time.

Clean and sterile glass bottles (blue caps w/o any further mark) are available in the metal cupboard on the 2nd floor, next to lab 2.05.

Further glass and plastic ware such as beakers, cylinders, Erlenmeyer flasks, etc. as well as autoclaved Milli-Q water (bottles with red caps) are stored in the shelves on the corridor between lab 2.30/2.29 and 2.28. New S2 liquid waste collection bottles are stored in room 2.22.

All further consumables, you'll find in the floor cupboards. See also "Refilling consumables"

Surface disinfection

For surface decontamination, use the appropriate disinfection solution. 2% B15 is applied to decontaminate surfaces in S1 labs and in S2 labs.

70% ethanol can only be used for disinfection of mice and maybe of "Neubauer" counting chambers.

Chemical room (2.31)

Please keep balances and pH-meter clean. Spatula and scoops in different sizes are stored in beakers next to the balances.

Clean and dry used spatula and scoops and store them in one of the beakers.

Small bowls and special paper for weighing chemicals can be found in the drawers. A backup is stored in one of the floor cupboards. Please inform the lab managers if they are running out. There is no further backup available. Labels for hazardous substances can be found in the drawers under the fine balance. Always put used chemicals back into the shelf and clean your workspace. Empty chemical containers (only of none hazardous chemicals!) could be put into the scullery (2.30/2.29). They will be used as waste containers for glass Pasteur pipettes. Containers of toxic/ hazardous chemicals have to be collected separately (purple beaker on corridor between lab 2.26 and 2.27). Please inform the lab managers if a chemical is close to empty, so that we can reorder!

Use the pH-meter diligent and according to the quick guide.

Check the calibration (calibration standard sachets are in the chemical room 2.31)! Never let dry out the pH-electrode. The diaphragm of the electrode has to be covered with 3 M KCl.

Refilling consumables

Each floor has a refill calendar, mentioning the workgroup, which has to refill the stock of common consumables in the current month. The responsible group has to check regularly the stocks during the week and refill them (contact Virginie Loze, basement, telephone: 579).

The lab managers' lab 2.08 is NOT a general facility. It is NOT a self service store!

If you want to use any facilities outside your own lab you have to make agreements in time with the responsible colleagues.