Department
Genome Analysis Center

Laboratory rules

General description
Genome Analysis Center (GAC) performs high throughput (HTP) analyses for the elucidation of mechanisms of human diseases. HTP activities are performed in different platforms.

1. Conditions of accession to the GAC
   a) The GAC is open to all scientists (later called users) provided they have:
      I. detailed own project
      II. own funds for consumables
      III. received specific working space and time assignments in the GAC laboratories from the Head of Department
      IV. Start of work in GAC is not allowed before receiving the assignment
   b) Accession to the GAC and internal working schedules are assigned by the leader of the GAC after consultations with all users.
   c) The accession to GAC is not transferable; it is given to named user only. New users from the same group have to enroll separately.
   d) All users (or their representatives) will meet regularly to discuss scientific and organisational issues in steering committees. These meetings are specific to platforms used.
   e) All experiments have to be performed by the users themselves.
   f) Users have to confirm their agreement with laboratory rules of the GAC by signing this document.

2. Authorship
   a) Access to GAC equipment does not imply that staff of the GAC has automatically rights for co-authorship of publications resulting from work at the GAC.
   b) Co-authorship, however, may result from the intellectual contribution to the design and interpretation of experiments. Such a contribution may be individually considered and discussed.

3. Knowledge transfer and training
   a) Training will be provided by GAC staff. Contact the head of the GAC to be assigned to training.
   b) Training on GAC equipment is given only for HTP users on large projects
   c) Basic training in standard molecular biology and chemistry techniques is not provided
   d) Assistance in setting up own molecular biology and chemistry procedures is
provided as cooperation within projects
e) Access to HTP data is given for users creating them

4. Regulations for running experiments
a) Costs of consumables (chemicals, disposables, glassware) are to be covered by the users of the GAC. Consumables will be stored and ordered in the GAC for effective usage. The funding for that (or its part) has to be transferred to the GAC-account before experiments start. A monthly flat rate is to be paid per month per user to cover standard consumables. A list of them is provided in Annex 1. The rate will be adjusted periodically to cover real consumption. Alternatively, consumables might be supplied by the user and stored in the GAC.
b) Workplace and time assignments are arranged on first-come-first-serve basis. Information on the availability of equipment will be displayed at the GAC black board and on the intranet home page.
c) Access to all hardware and software in the GAC will be granted only to trained users.
d) All users of the GAC have the same ranking in accessing the facilities. Generally, high-throughput projects will be given more working place and hardware time. However, projects requiring less space or hardware time will be incorporated in the schedule to ensure that all experiments can be performed.
e) Should the capacity of the GAC prevent new projects from accessing the facilities, the head of the GAC (after a consultation with the users) may rearrange work place and hardware time. This may include limiting space and accession time for other users.
f) Users are responsible for their work benches and the equipment they use. These should be left in a clean and safe condition after the experiments.
g) Work place and hardware time will be assigned for a certain period of time defined by the project itself. After that time the work place and hardware time will be reallocated to other users.
h) Moving of GAC equipment within the facility requires permission of the management. External equipment, not belonging to the GAC, should be clearly marked with users name and Institute, and its usage and localization consulted with the management of the GAC.
i) Users not following the laboratory rules may be excluded from the GAC.

I accept the above rules of the GAC.

Signature:
Name: ___________________________ Date: ____________
Institute: ___________________________ Group: ____________
Email: ___________________________
PSP-Element for costs: ________________
Annex 1

List of standard consumables provided in the GAC to users after paying a monthly flat rate.

- Glassware
- Gloves
- Kleenex
- Petri dishes
- Eppendorf tubes 1.5 and 2.0, sterile
- White, yellow and blue pipette tips, sterile
- Falcon tubes 15 ml, sterile
- Falcon tubes 50 ml, sterile
- Pasteur glass pipettes
- Pipettes, sterile
- Waste bags, active charcoal
- Chemicals:
  - Tris, borate, acetate, Phosphate, NaCl, KCl, EDTA, EtOH, MetOH, acids,
  - NaOH, pH-indication, formamide, SDS, PBS, Phenol, Chloroform, EtBr
- Distilled water
- LB medium
- LB-agar
- Printer paper and cartridges
- Parafilm

Other items are not included, as for example:

- Agarose
- Antibiotics
- Acrylamide
- Restriction enzymes
- Kits for DNA/RNA isolation or purification
- DNA-Sequencing kits
- PCR tubes
- Pipette tips with filters
- Cell culture media