

GDC Laboratory Rules

The GDC Laboratory Rules inform you about the working procedures that apply in our lab. Please read through them carefully and sign them at the end to indicate your acceptance. If you have any questions, please don't hesitate to contact the technical director.

Access rules

- **Only people with approved projects** (see the "Project Request Guidelines" file) who have signed these lab rules are allowed to use the GDC.
- Before using the lab for the first time, **arrange a meeting with the technician or technical director** to be introduced to the lab, its rules and your rights and obligations.
- **The GDC staff is available Monday through Friday from 8.00 - 12.00 and from 13.00 - 17.00 h.** These are the official opening hours of the GDC. Until you are familiar with the lab, the equipment, and your workflow, you are not allowed to work alone in the lab at weekends or in the evenings. This is to prevent accidents and to ensure that staff are available to help you with any problems. Ask the staff if you can work outside normal working hours.

Machine use

- You are not allowed to use the machines without a thorough instruction from the technician or the technical director. The staff will decide when you may use a machine without assistance.
- It is your **responsibility to obtain the necessary knowledge and training** from us to use the equipment. If you need training to use new equipment, please contact us first.
- If you damage any equipment or a technical error occurs, please inform the GDC staff immediately.
- Please note that you must reserve most machines via the electronic reservation system (<https://gdc.ethz.ch/guidelines/how-to-reserve-equipment.html>). Use your ETH login.
- The technical director or the technician may cancel or modify reservations for technical or organisational reasons.
- We expect you to handle the machines carefully and responsibly.
- You will be held liable for any intentional misuse or gross negligence that causes damage to GDC equipment.

Behavior in the GDC lab

- Please respect the official opening hours (8.00 - 12.00, 13.00 - 17.00 h). If you need materials, assistance, or instructions on how to use equipment, please plan to work within these hours.
- Each user of the GDC must keep a lab journal and document all steps. The journal must be written in such a way that it can be understood not only by yourself but also by your supervisor.
- Common lab consumables such as chemicals, tips or tubes can be obtained from the GDC. However, you will have to pay for these materials. Therefore, please make sure that you only use materials for which you have paid!
- **Inform the technician** when common buffers etc. are running low.
- Always treat the machines as instructed by the GDC staff.
- If you need a lot of storage space in freezers or refrigerators, please inform the GDC staff well in advance to ensure that there is enough space available.

- It is important that you **keep the lab clean** to avoid contamination. Do not wear gloves at the computer or when leaving the GDC. If you need to work with **liquid nitrogen**, the technician must give you a briefing and lab coat, gloves and eye protection are a must. **Hazardous substances** must be kept or stored in a way that does not endanger people's health or the environment. **Please inform yourself about the hazards of the chemicals you are working with.** This is your responsibility. When working with toxic and volatile materials, use the fume hood and ask the technician how you should handle and dispose of your waste (e.g. when working with Phenol/ β -Mercaptoethanol work in the fume hood, with HiDi work in the fume hood or on ice). Clean up the bench when you have finished working.
- In the GDC lab you will not have your own pipettes. Therefore, we recommend that you use filter tips when setting up PCR reactions to avoid cross-contamination from pipettes or other materials in common use.
- **Do not eat, drink, or store food** in the common lab area to avoid possible contamination (remember e.g. bread contains yeast!)
- Jackets, coats, backpacks, and bags are not allowed in the lab. Please leave them in the lockers at the entrance.
- Make sure you know where the nearest fire extinguishers, emergency showers and eyewash stations are located and how they work.
- It is important that you **clean out your personal freezer, fridge, and drawers** when you finish your work at the GDC. If you don't clean up within two weeks after the reminder email, the GDC staff will clean out your belongings, keep your leftovers and charge you 100.- CHF.
- If you have any questions or are unsure how to use the equipment, please ask the GDC staff.

Data backup

- Users are responsible for the backing up their own data. The GDC provides a lab server on which all data can be stored. The server is backed up on a regular basis.

Billing

- Invoices are sent out monthly. A lab bench fee (30.-/60.- CHF) is added to each invoice to cover various parts of our service. Please **check the invoice** for accuracy before paying it.
- Invoices are payable within 30 days of receipt.

Acknowledgements

- **Please acknowledge the GDC** wherever appropriate and possible with a sentence such as "Data analyzed in this paper were generated in the Genetic Diversity Centre of ETH Zürich".
- GDC logos for presentations and posters can be found on the intranet on the GDC homepage (www.gdc.ethz.ch).
- Once you have published the data, please send an email with the publication record and the pdf-file to the technical director.

place/date

project Nr.

name/signature