

# UWBC BioGarage Scheduling and Use Policy

## **General lab guidelines:**

- The BioGarage is open for use Monday-Friday 8:00am-4:00pm. We are closed on legal holidays.
- No toxic or pathogenic substances may be brought into the BioGarage at any time. Only nucleic acid samples are allowed in the lab—no cells, tissue, or other samples are permitted outside of the cell culture space.
- Please maintain a clean and tidy workspace and dispose appropriately of trash. There are recycling bins located in the lab for disposal of gloves and plastic waste.
- Spray down keyboards and benches with 70% ethanol before and after use.

## **Instrument use guidelines:**

- Users may not use any instruments for which they have not received training. Untrained lab members are not permitted to operate any instruments.
- Gloves must be worn at all times when using instruments.
- Please report any instrument malfunctions or other issues to BioGarage staff as soon as possible.
- Users are responsible for supplying their own consumables, reagents, and pipettes unless otherwise stated.
- Bioanalyzer chips must be removed after use and the electrodes cleaned. Failure to do so will result in a \$25 cleaning fee.

## **Scheduling guidelines:**

- All instruments except the NanoDrop require sign up via the Scheduling tool on our website.
- Please sign up for the instrument at least one day prior to use. Cancellations should be made no later than 8 am the day of the scheduled appointment.
- Clients who fail to show up to a scheduled appointment will still be charged a usage fee.

**Failure to adhere to these guidelines may result in loss of BioGarage access.**