

5th Floor Prep (Room 5060) Expectations

September 6, 2016

Purpose:

The prep room (5060) on 5th floor is a shared prep room by Gundersen, UW-La Crosse and Western. To ensure the shared space is maintained at a consistent level of cleanliness for efficient usage, the items below are expected practices when using the lab.

Lab training

- All researchers are responsible to inform their research assistants and students of the proper protocol for room 5060.
- Any new researchers should be trained by one of their research counterparts.

Expected state of lab cleanliness after use

- All users (including students) must clean any items they use and place items back in their appropriate storage area
- Dishes (dirty or clean) should not be left in the sink
- Pan Balance – This must be cleaned after each use to avoid any cross contamination of media (please refer to the instruction sheet by the Pan Balance unit and or Exhibit A)
- Freezers should have current media stored in them. Any old media should be disposed of as required by law.

Shared equipment

- The freezers are shared, and any changes to the location of freezers must be communicated to all partners (UW-L, Western and Gundersen)
- No equipment should be relocated to a different room without prior permission from all partners of 1) reason for relocation, 2) new location, 3) length of relocation and 4) ensure access is available to all

Documenting equipment maintenance

- If any equipment breaks down and/or is not functioning properly, please contact Darby Oldenburg (Gundersen) in room 5038.
- HSC shared items are a HSC expense.
- Organization/department items are an organization/department expense.
- Please see Exhibit B at the end of this document for further details.

Autoclave:

- The HSC has one shared autoclave.
- A signup sheet has been placed on the autoclave and all are asked to sign up prior to use.
- Please remove your items when completed, so the autoclave is available for immediate use by the next user.

Glass that is not bio-hazard

- This glass should be placed in the red sharps container.
- Cost is not an issue since overall there is very little collected

5th Floor Contact:

- Darby Oldenburg (Gundersen) is the contact person for any questions related to this lab.
- Phone: 608.775.4866
- E-mail: DGOldenb@gundersenhealth.org
- Room: 5038

Exhibit A

TR-203 Toploading Balance Instructions

Calibration

The manufacturer recommends calibration once per week using the maximum permissible weight standard (200 g). The balance must also be calibrated if moved.

1. Select **Mode**.
2. Press **Enter**.
3. Place mass standard on the weighing pan. The balance recognizes the mass and automatically calibrates.
4. Once calibrated, the balance will return to the weigh display.

Basic Weighing

1. NEVER EXCEED 210 g!
2. Press **ZERO** to access the weighing mode.
3. Place the empty container on the weighing pan.
4. Press **ZERO** to tare the container.
5. Add sample to the container. For optimum accuracy, place the sample as near the center of the weighing pan as possible.
6. The weight of the sample only will appear on the display. Wait until the stability icon is displayed, which is a circle that appears in the upper left corner.
7. Press the **On/Off** key to turn off the balance.

Cleaning/Maintenance

1. NEVER PRESS DOWN ON THE BALANCE PAN.
2. Always clean spilled chemical from balance using a dusting brush or a soft cloth.
3. Always clean immediate area to prevent future contamination.
4. Disconnect power before cleaning. Use a damp cloth with mild soap or diluted bleach (9 parts water to 1 part bleach). Do not use chemical solvents for cleaning.

Exhibit B



March 20, 2009

To: 5th Floor Researchers

From: Peggy Denton
HSC Management Group Chair

Re: Equipment Replacement

As the HSC Management Committee (HSCMG) continues to review policies, prepare budgets, etc., they felt it was important to communicate the policy on replacement of equipment housed in the research laboratories.

The HSCMG commits to providing maintenance/replacement costs for equipment such as biological safety hoods, autoclaves, built-in ice machines, or water purification systems which are considered part of the building structure. The maintenance/replacement of portable items such as freezers, refrigerators, centrifuges, flow cytometer, etc., (not part of the building structure), are the responsibility of the individuals using the equipment. The initial purchase of this equipment was through grant funds and donations, and the HSC does not have the budget to replace this equipment.

The HSCMG wanted to ensure all HSC researchers are informed of this policy in advance so there are not any future surprises. Please budget appropriately within your department for any repair/replacement needs your lab may need, especially if they are essential to your research endeavors.

Thank you.