

Guidelines for using the Molecular Genetics Research Center

1. PHOTO ID CARD

- 1) Molecular Genetics Research Center (MGRC) will issue a Photo ID card for those who applied to use the Center.
- 2) Keep this ID card with you at all times.
- 3) Do not lose or damage the card. Inform the officer of the Center as soon as possible if your card is lost or damaged.
- 4) Those who applied to use radioactive materials in the Center, can enter the radioactive isotope management zone on the first floor with the ID card.
- 5) Do not give out your card to others. This is strictly forbidden.

2. HOW TO ENTER AND LEAVE THE MGRC BUILDING

- 1) To enter the building, show your ID card (photo side) to the card sensor by the entrance. It will read your card and let you in.
- 2) Take off your shoes and lab coat and put on MGRC slippers located in front of the elevator.
- 3) You do not need to use your ID card to leave the building. However, you must take it with you when you leave.

3. GENERAL RULES FOR PERSONS USING THE MGRC

- 1) MGRC is a non-smoking zone. DO NOT SMOKE IN THE CENTER.
- 2) If you are the last to leave the lab, turn off the lights.
- 3) If you use gas for your experiment, be sure to shut off the gas bulb.
- 4) Sort out the trash before throwing it out.
- 5) Do not throw acid/alkaline, organic and/or ethidium bromide waste away in the sink(s). Ask the MGRC officer how to dispose the waste material.
- 6) Do not use the telephone for long distance or overseas calls.

4. RULES FOR EXPERIMENTS USING RECOMBINANT DNAs.

If you use organisms (such as bacteria, or cultured cells) containing recombinant DNA in your experiment (known as "Recombinant DNA experiment"), you must follow these rules:

- 1) Sterilize your bench by wiping it with 70-80% ethanol before and after your experiment.
- 2) No eating, smoking, drinking and/or storing food in the lab.
- 3) Make every effort to decrease aerosol in your experiments. If you sonicate or homogenize many cells containing recombinant DNA, it is recommended that you conduct your experiment in the safety cabinet.
- 4) Use automated pipets (micropipets, Pipetmen or pipet with a Pipet Aid) or a safety pipet in your "Recombinant DNA experiment." DO NOT PIPET WITH YOUR MOUTH.
- 5) Keep the door closed while doing "Recombinant DNA experiments."
- 6) Wash your hands with soap when you finish your work before leaving the area.
- 7) Wear your lab coat when you conduct "Recombinant DNA experiments."
- 8) Sterilize all ware (contaminated with organisms containing recombinant DNA) used in your experiment before washing or throwing them away.

5. RULES FOR EXPERIMENTS USING MACHINES OR EQUIPMENT IN THE CENTER

- 1) Be thoroughly familiar with the procedures for using the machines/equipment before using them.
- 2) For first time users, it is recommended that you work with a colleague who knows how to use the machines/equipment.
- 3) Log in your name, your lab name and the date in the log book located next to the machines/equipment each time before use.
- 4) Inform the Center officer immediately if you break a machine/equipment or find them broken.
- 5) Do not move any machine/equipment without permission.

6) Some machines/equipment need to be reserved beforehand. Write down your name, lab name, the date and time you want to use the machine/equipment on the log sheet provided.

6. OTHER

- 1) Work under the supervision of the Chief Researcher (Jikken-Sekinin-sha).
- 2) Follow the instructions of the MGRC officer.
- 3) If you have any questions, call Dr. Asano, Dr. Tabuchi (7187) or the MGRC office (7186) or e-mail.