**Lab guidelines and policies:**

**Museomics Molecular Laboratory**

Updated guidelines and policies can be found on the [lab github page](https://github.com/NHMDenmark/Museomics/blob/main/README.md).

* Before a student can use the lab on their own they must first:
* Receive a guided tour of the lab
* Receive training on understanding chemical labels and biosafety
* Sign up for cleaning responsibilities
* Read and sign lab guidelines –include email, phone number and PI info
* Lab rules
* General rules
* No eating or drinking
* No outside computers or laptops. Personal devices must be stowed.
* Lab notebooks must stay in the lab. A USB may be brought into the lab to transfer data.
* Wash hands after leaving lab
* Attend monthly/weekly lab meetings for important lab announcements and changes
* Know the difference between **LAF** (for protecting samples from humans and contaminations), **BSCII** (has HEPA filtration for protecting humans from hazards and samples from contamination) and **fume hood** (for protecting humans from chemicals like chloroform) and use the one you need.
* If you are pregnant, breast-feeding or planning to become pregnant, make an APV document about the reagents you will be working with and approach safety representative in confidence to make sure you’re good.
* Always wear a lab coat, long pants, close-toed shoes in the lab (but no lab coat outside the lab)
* Lab coats are specific to individuals—store your lab coat in labeled area.
* Separate lab coats for separate lab areas.
* Washed monthly or as needed-place in laundry bin if it is soiled
* If you see, smell or hear anything that might be a problem, inform the lab manager.
* Ordering supplies
* To order supplies, send an email to [museomics-lab-orders@snm.ku.dk](https://github.com/NHMDenmark/Museomics/blob/main/museomics-lab-orders@snm.ku.dk). Copy the following table with the information to the body of the email.

| **Date** | **Company** | **Item** | **Product code** | **Undiscounted Price** | **Number of item** | **Price in total** | **PI** | **Note** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 10/25/2025 | Fischer Scientific | Labcon™ 1.5 mL SuperSpin™ Microcentrifuge Tubes, Sterile, pack of 500 | 17537886 | 426.00 kr. | 1 | 426.00 kr. | Mark Scherz | Not yet ordered before |

* You will receive a return email telling you that your product has been ordered, and a follow-up email when it has been received. If several days have passed and you have not heard anything, please email again.
* Labeling things
* NEVER leave out any unlabeled chemicals. All chemicals must be labeled with name, date and user name.
* If you open a new bottle, date and initial
* Before anything goes into the freezer, it needs to have a label with what it is, user name, and date.
* Common use chemicals are stored in common use areas. Do not take any chemicals that are labeled for another lab.
* Chemicals
* All chemicals should be in the chemical database Kemibrug. Make sure there are safety data sheets in both English and Danish.
* Make sure you know especially phenol, chloroform, xylene or trizol. PIs are responsible to advise students about risks of chemicals.
* Phenol: fume hood, eye protection, hand protection (double-layer nitrile gloves).
* Waste: chemical hazardous waste includes pipet tips and empty tubes.
* Small spill (inside fume hood): alert others, wear ppq, use adsorbent material (pads, vermiculite) and collect residue to dispose of as hazardous waste. Clean area with soap and water.
* Chloroform:
* Waste Disposal
* All liquid waste is collected in dedicated containers. Should be labeled
* Cleaning
* Wipe down work surfaces with 5% bleach and 70% ethanol before and after use
* Rinse dirty glasswork before putting it in washroom. Remove labels with ethanol.
* Each person is responsible for cleaning once a month on a Tuesday. If you cannot attend your time, you need to switch times with someone else or find a replacement.
* Spills
* Large spills: contact lab manager and leave premises.
* Call for advice at Chemical emergency ( **4590 6000**: (1) Personal safety, first aid and (2) if specialist cleaning service is needed.
* (“Giftlinjen” at Bispebjerg Hospital ( 8212 1212, may provide medical advice).
* 112 for emergency medical attention
* Small spills: Use spill kit and report to lab manager
* Sustainability
* Set PCRs to end at 10-12C instead of 4C?
* Booking
* Book usage of space in DNALab [through KUnet](https://kunet.ku.dk/faculty-and-department/snm/research-and-external-consultancies/dnalab/Pages/Booking-calendar.aspx). Include your name, the workspace you will be using (ie bench, LAF1, LAF2 or fume hood), and any equipment you will need (ie centrifuge, Qubit, incubator)
* After hours/weekend work
* After hours work is only available for students who have demonstrated they are capable of cleaning up after themselves and know what to do in emergency situations
* After hours work is not available in the new museum space yet.
* Always let a buddy know if you will be in the lab after hours
* LAFs and Fume hoods
* Remove all items from hoods before and after use. If you are working on a multi-day project, get permission to leave supplies in the hood.
* One hood is for RNA? Will we be doing any RNA work?
* Yellow vs Green lab area.
* Not sure
* Separate lab coats for different areas? Two per person.
* Foot cleaner. Lab shoes? Maybe bring your own indoor shoes.
* Open doors and windows outside the lab?
* Sample prep area.
* Ordering primers—individual or combined
* What to do with hazardous waste? When a blue phenol waste bin is . full, email Pernille Vibeke Selmer Olsen (pvsolsen@bio.ku.dk) that it is time to get it emptied by SMOKA.