University of Wisconsin Biotechnology Center room 2302 Entry
Protocol Effective June 15, 2021

Room 2302 Instrumentation Access (GEC trained clients ONLY)

In order to comply with UWBC Research Reboot application to reopen approval, there may be only 1 person using the shared instrumentation in room 2302 at a time.

Approved users may only sign up on their own behalf - do not use your access to sign up another user.

**No reservation = No Qubit/Bioanalyzer access!**

**NanoDrop2000 Spectrophotometer**

1) NanoDrop access is available Monday-Friday 9:00AM-12:00PM. The door to 2302 will be propped open by GEC staff during this window.
2) Sign-in and out on the room access form on the door.
3) Clients must bring their own pipet, tips and suspension buffer.

**Qubit**

1) Qubit access is available Monday-Friday 12:00 PM - 5:00PM.
2) Reserve 15 minute time slot on the Google Instrumentation calendar 24 hours in advance (calendar invite will be provided upon request).
   a. In your sign-up, note whether you need DNA or RNA reagents and how many samples you have
3) Cancelation of reservation must be done by 8:45AM day of reservation.
4) The door to room 2302 will be unlocked by GEC personnel 5 minutes prior to reservation start time. No shows will be billed $28.25 for GEC staff time.
5) Sign-in and out on the room access form on the door.

**Agilent Bioanalyzer**

1) Agilent Bioanalyzer is available Monday-Friday 12:00 PM – 5:00 PM.
2) Reserve one hour time slot per chip on the Google Instrumentation calendar 24 hours in advance (calendar invite will be provided upon request).
   a. E-mail Gecinfo@biotech.wisc.edu the RNA or DNA chip type & number of chips.
3) Cancelation of reservation must be done by 8:45AM day of reservation.
4) The door to room 2302 will be unlocked by GEC personnel 5 minutes prior to reservation start time. No shows will be billed $28.25 for GEC staff time.
5) Sign-in and out on the room access form on the door.
When you ENTER room 2302

1) Sign in on the sheet attached to the door (name, lab, date, and entrance time).
2) Use 70% ethanol spray bottle and paper towels to wipe down:
   a. Benches- setup and instrumentation
   b. Computers – keyboards
   c. Tools and Equipment to be used (i.e. pipettes, centrifuge, priming station, filing cabinet drawers, 4C & -20C doors, etc. before and after use)
3) Gloves must be worn at all times while in room 2302. No exceptions. Failure to comply will result in immediate loss of instrumentation access privileges.

Before you EXIT room 2302

1) Use 70% ethanol spray bottle and paper towels to wipe down:
   a. Benches- setup and instrumentation
   b. Computers – keyboards
   c. Tools and Equipment used (i.e. pipettes, centrifuge, priming station, filing cabinet drawers, 4C & -20C doors, etc. before and after use)
2) Sign out on the sheet attached to the door (name, lab, date, and departure time).

Please note: failure to comply with these directions may result in forfeiture of future access to room 2302 instrumentation.

We appreciate your attention to these directions as we try to keep everyone safe.

Sandra Splinter BonDurant
Director | Gene Expression Center