

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

Please note: Use of the Bioanalyzer and Qubit requires registration on a shared Google calendar and is only available to GEC-trained users. Do not use your access to the calendar to sign up on behalf of another user. Thank you.

NanoDrop2000 Spectrophotometer

- 1) NanoDrop access is available Monday-Friday 9:00AM-5:00PM. 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 9:00 AM - 5:00PM.
- 2) Reserve 15 minute increment time slots on the **Google Instrumentation Room** calendar by 5 PM on the day before you intend to use it (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) Cancellation of reservation must be done by 8:45AM on the day of your reservation.
- 4) 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 9:00 AM – 5:00 PM.
- 2) Reserve one hour time slot per chip on the **Google Instrumentation Room** calendar by 5 PM on the day before you intend to use it (calendar invite will be provided upon request).
 - a. E-mail Gecinfo@biotech.wisc.edu the RNA or DNA chip type & number of chips.
- 3) Cancellation of reservation must be done by 8:45AM on the day of your reservation.
- 4) 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, 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.

Sandra Splinter BonDurant
Director | Gene Expression Center