

Good Lab Practice – iGEM Tübingen 2019

1. General rules for being a **good lab citizen**:

- Be **considerate** of others and help each other.
- **Always wear a lab coat** when working in the lab. Wear **safety goggles** when working with acids/bases or hazardous substances, and while working with pressured bottles. Make sure that the people around you also wear appropriate protection.
- **Label** EVERYTHING according to the guideline in chapter 2. Never leave anything without a label that gives all needed information.
- **Tidy and clean up** after yourself. Don't leave the working areas/balance/instruments dirty or untidy.
- **Sign in** to the calendars of the instruments (if there are calendars) and stick to the times you have reserved.
- When working with **hazardous substances**, make sure you have read the **safety data sheet** and take appropriate safety precautions.
- Do not cross-contaminate instruments *etc.* **NEVER touch a door handle with gloves!** If you work with gloves, make sure to only touch the "contaminated" things with them and avoid touching anything else. Others might touch the things without knowing, which would put them in danger.
- Choose the **right kind of gloves** according to the chemicals you use. In some cases the nitrile gloves do not protect you from the chemicals and you might need a stronger kind.
- If you see that a stock of chemicals/consumables is running low, make sure to **refill** it and/or **order a new stock**.
- **Return** all materials/instruments to their designated location after using them.
- **Switch off** the instruments at the end of the day.
- Keep a **detailed and updated lab journal**, which stays in the lab. You can keep an electronic lab journal in addition.
- Before leaving the lab, **wash your hands** and use lotion on a regular basis to keep the protective skin barrier intact.

2. Rules for **labelling**:

2.1. Labels for **buffers and media** should include the following information:

- 1) Name of the Buffer/Medium/Organism
- 2) Dilution factor (if needed)
- 3) Date
- 4) Your initials (a list of all initials with the full names will be kept in the lab)
- 5) Hazard symbol, if the solution contains hazardous substances
- 6) For media: put autoclave tape on each bottle before autoclaving and remove it after inoculation. That way, you can make sure that everyone can distinguish between sterile and unsterile media.

2.2. Labels for **cultures** should include the following information:

3. Name of the Organism with which you have inoculated the culture
4. Plasmid name (if it contains one)
5. Dilution factor (if needed)
6. Medium + antibiotics (with the concentration)
7. Date of inoculation
8. Your initials (a list of all initials with the full names will be kept in the lab)