



Grunelius-Möllgaard-Labor  
Abteilung Botanik und Molekulare Evolutionsforschung  
Senckenberg Forschungsinstitut und Naturmuseum  
Senckenberganlage 25, D-60325 Frankfurt am Main, Germany  
tel: +49 (0)69 7542-1158, fax: -1437, mail: jpaule@senckenberg.de

## Lab Rules

The Grunelius-Möllgaard-Laboratory is accessible for all Senckenberg scientists as well as their guest researchers, students and technicians. To ensure a smooth workflow and the safety of all lab users keep the following rules. Please print these pages and read them carefully. Before starting with your lab work you have to register as a user and attend a S1 safety introduction given by the lab manager! The registration form can be downloaded from the lab homepage, an appointment for the S1 introduction has to be fixed with the lab manager.

Heike Kappes is responsible for the supply of consumables, for the maintenance of the equipment and instructions to users. It is not her job to tidy up after you or remove contaminations caused by users of the lab! Please follow Heike's instructions at all times. If you do not obey the rules, you may ultimately be denied the lab access. Beginners are advised to work between 8am and 5pm. In this time they will usually find someone to answer questions or give you support.

The lab has very limited storage capacities. Most consumables are therefore provided by the lab and charged to your cost unit. Please write everything you take on your material list. If you notice that we run short of something write it on the board or tell Heike Kappes.

### Safety rules

1. **Organic solvents** and **hazardous chemicals** are stored in the fume cupboard. Other chemicals can be found on the bench or on the shelves in the post-PCR section.
2. Be careful with **ethidium bromide** and **HDGreen** (carcinogenic). Wear lab coat and blue (nitrile) gloves, pipette under the fume hood and collect the waste. Avoid contaminations of benches, equipment or floor. Change contaminated gloves before the next working step.
3. Use clean spoons and wear gloves for weighting **chemicals**. Wash spoons after use. Avoid skin contact. Upon skin contact, wash the chemicals off with plenty of water.
4. When handling **liquid nitrogen** wear a lab coat, face shield and solid shoes (no sandals). Open the door while filling from the tank and do not use the elevator for transport.
5. If you work with **UV light** (e.g. gel purification) wear special goggles, blue gloves and lab coat.
6. The lab is air conditioned, so keep **windows** and **door** closed.
7. **Eating** and **drinking** is prohibited inside the lab. A break room and a kitchen are provided in the ground floor.



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## Work rules

1. In order to **access** the lab you need to apply for an extension of your transponder access rights. The application needs to be signed by H. Kappes.
2. The laboratory is divided into **pre-PCR** and **post-PCR** section. Equipment (incl. pipettes, tip boxes etc.) must not be moved into the other section.
3. Balance **centrifuges** before use and close both lids. Clean the inside wall with water and detergent if you spill something.
4. Rinse the **pH-meter** with distilled water and store the electrode in KCl.
5. Only H. Kappes is allowed to operate the **autoclave**.
6. Keep your **bench** and **equipment** clean! When you finish or interrupt your work, leave your place tidy and switch off devices that are no longer needed. Always close refrigerator and freezer doors firmly.
7. Clean **pipettes** with ethanol after use; multichannel pipette must be "locked".
8. Rinse **electrophoresis tanks** after use.
9. Do not store **consumables** on the benches, put them in your drawer after use.
10. Put everything that needs to be autoclaved (empty tip boxes, glassware etc.) on the trolley and do not store it on the benches or in your office.
11. **Label all racks** and boxes in the fridges and freezers with your name and date.
12. Take off your gloves and lab coat before **leaving the lab**.
13. **Sequenced PCR products** (labelled with name and date) may be stored temporarily in the designated fridge. In case of overflow, users have the right to discard the oldest or any unlabelled samples.
14. If you **finish your project or thesis**, empty your drawer and boxes. Make rests of consumables available to other lab users and tell the lab manager whether DNA samples shall be stored in the DNA bank or disposed.
15. Access to the **collection rooms** of the Herbarium Senckenbergianum can only be granted by the responsible curators (Dr. Dressler, Dr. Printzen, Prof. Zizka).
16. Please notify us about **publications** based on data generated in the Grunelius-Möllgaard-Laboratory and **acknowledge** the laboratory in publications e.g. "We are grateful to the staff of the Grunelius-Möllgaard Laboratory (Senckenberg Research Institute Frankfurt) for lab support."

Heike Kappes and Juraj Paule

8.11.2017