University of Wisconsin Biotechnology Center room 2302 Entry Protocol
Effective November 30, 2020

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.

No reservation = No instrument access!

NanoDrop2000 Spectrophotometer
1) NanoDrop access is available Monday-Friday 9:00-11:30AM
2) Reserve time slots in multiples of 15 minutes on the Google Instrumentation calendar 24 hours in advance (calendar invite will be provided upon request)
   a. Signups ≤ 45 minutes require a 15 minute buffer before the next signup
   b. Signups ≥ 60 minutes require a 30 minute buffer before the next signup
3) Cancelation of reservation must be done by 8:45AM day of reservation
4) Please note: In rare cases, Bioanalyzer usage may pre-empt access to the Nanodrop. GEC staff will mark the calendar in these cases and contact anyone whose Nanodrop usage may be affected.
5) 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.
6) Sign-in and out on the room access form on the door
7) 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. There must be a 15 minute buffer between each reservation
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. When reserving instrumentation for usage, please leave 30 minute buffer between all reserved time slots to allow for full air exchange in the room
   b. E-mail Gecinfo@biotech.wisc.edu the RNA or DNA chip type & number of chips
3) If necessary, you may sign up to start earlier than 12:00 PM. Please contact gecinfo@biotech.wisc.edu at least 24 hours before the planned start of your session so that we may block off a portion of the Nanodrop window.

4) Cancelation of reservation must be done by 8:45AM day of reservation

5) 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.

6) Sign-in and out on the room access form on the door

When you arrive 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. Room 2302 door handles (both sides)
   b. Benches- setup and instrumentation
   c. Computers – keyboards
   d. 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 and mask 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 leave 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)
   d. Room 2302 door handles (both sides)

2) Sign out on the sheet attached to the door (name, lab, date, and departure time)

3) Discard gloves in trash basket by door

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