



**Berlin Center for Genomics in Biodiversity Research**

c/o BGBM  
Königin-Luise-Straße 6-8  
14195 Berlin GERMANY

phone: (49) 30 838 59960/68  
email: [genomics\\_biodiv@fu-berlin.de](mailto:genomics_biodiv@fu-berlin.de)  
[www.begendiv.de](http://www.begendiv.de)

## Laboratory rules

- 1) Introductions **before** you start
  - a) Submit Project Form
  - b) Create your own LabAgenda account (see next page)
  - c) Register for a general safety introduction by email to Kim Govers<sup>1</sup> (cc: Sarah<sup>2</sup> and Susan<sup>3</sup>)
  - d) Register for your BeGenDiv lab introduction by email to both Sarah **and** Susan<sup>2,3</sup>
  - e) Register for equipment training by email to Sarah and Susan<sup>2,3</sup>
- 2) Consumables lists
  - a) List everything that you use **immediately**
  - b) Use your correct project number (obtained after submitting your Project Form).
- 3) Lab Agenda (see page 2 for details)
  - a) Book laboratory benches and equipment.
  - b) Book training for relevant equipment.
- 4) Basics
  - a) You must have molecular lab experience.
  - b) **Always** wear clean gloves.
  - c) Do not wear lab coats outside of the laboratories.
  - d) Store your materials in the cupboards assigned to you.
  - e) Participate in lab cleaning sessions (announced by e-mail)
  - f) Inform core staff in due time before consumables run out.
  - g) After work: clean bench with 70% EtOH, empty waste container into black bin.
  - h) Switch off the lights and lock the doors when leaving for the day.
- 5) Gloves
  - a) Do not touch computers (unless otherwise stated) or telephones with gloves.
  - b) Gloves need to be disposed of in the black bin.
- 6) Sequencing room
  - a) Do not transfer materials between the seq room and the common labs (eg. racks, pipettes).
  - b) Always wear nitrile gloves.
  - c) Dispose of contaminated gloves in the toxic bench waste.
  - d) Empty toxic bench waste into white bin under the sink in lab 3.
- 7) End of project
  - a) Take your samples, reagents, and all other materials away with you.
  - b) Anything left will be discarded by us after one month (libraries will be kept for six months).

---

<sup>1</sup>[k.govers@bgbm.org](mailto:k.govers@bgbm.org) <sup>2</sup>[sasparrmann@zedat.fu-berlin.de](mailto:sasparrmann@zedat.fu-berlin.de) <sup>3</sup>[susanmbedi@zedat.fu-berlin.de](mailto:susanmbedi@zedat.fu-berlin.de)

## LabAgenda User Guide

LabAgenda is a free online service that the BeGenDiv uses to schedule:

- Laboratory bench space
- Equipment training
- Use of specific equipment (see box)

Equipment that requires pre-booking:

Covaris  
BluePippin (Sage)  
Agilent Tapestation  
Agilent Bioanalyzer  
Qubit  
Quant-iT PicoGreen

### Registration

- 1) Request access to LabAgenda via email to [susanmbedi@zedat.fu-berlin.de](mailto:susanmbedi@zedat.fu-berlin.de) or [sasparmann@zedat.fu-berlin.de](mailto:sasparmann@zedat.fu-berlin.de)
- 2) Receive an email from LabAgenda Administrator ([no-reply@labagenda.com](mailto:no-reply@labagenda.com))
- 3) Accept invitation
- 4) Register with your first name as: Project\_Number\_Name, e.g. "2019\_05\_Lisa"
- 5) Set the time zone to Europe/Berlin

### General Notes

- 1) You can only use BeGenDiv resources if you have reserved time in the calendar.
- 2) The Covaris, BluePippin, Agilent Tapestation, and Agilent Bioanalyzer can only be booked after equipment training is completed, and will only appear in your calendar on special request to BeGenDiv core staff.
- 3) Equipment training\*\* can be booked as follows:
  - Mondays between 09:00-11:00 with Susan ([susanmbedi@zedat.fu-berlin.de](mailto:susanmbedi@zedat.fu-berlin.de))
  - Wednesdays between 09:00-11:00 with Sarah ([sasparmann@zedat.fu-berlin.de](mailto:sasparmann@zedat.fu-berlin.de))
- 4) If you would like to bring along other personnel when using our resources let us know in advance by email. This needs to be confirmed by us.
- 5) After registration login using <https://my.labagenda.com/index.php?redirect>
- 6) Please **delete appointments** you cannot keep as early as possible.

\*\*Requests must be sent at least 2 working days before the training and need to be confirmed by either Susan or Sarah