

**Berlin Center for Genomics in Biodiversity Research**

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## Lab rules and recommendations

### 1. Basics

- before and after work: clean bench with 70% EtOH
- empty waste container regularly (into the black bin)
- always work with gloves
- **pipettes:**
  - ⇒ never turn upside down when tips are filled with liquids
  - ⇒ clean after usage
- label your tubes:
  - ⇒ project number (20xx\_xx)
  - ⇒ your name
  - ⇒ date
  - ⇒ content
- do not reuse material that has fallen on the floor (gloves, tubes, towels etc.)
- please participate in **lab cleaning sessions**
- inform core staff in due time before consumables run out
- clean up in case you spilled something
- when you go: switch off the lights and lock the doors

### 2. Gloves

- latex gloves for general lab work
- nitril gloves (blue) for all work involving DNA binding dyes
- do not touch computers (unless otherwise stated) or telephones with gloves
- gloves need to be disposed of in the black bin (nitril gloves go into the toxic waste bin)

### 3. Consumption lists, please:

- list everything immediately
- use your correct project number

**Enjoy your time at the BeGenDiv! 😊**

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