



Integrated Platform for phenotypic, functional, and molecular profiles of mouse models

Regulation for the use of the equipment and platform

The Facility will be accessible for the faculty members who are included in the present proposal and for all the members of the Bio-Medical and Bio-Mechanical area of Sapienza University, who will request specific research activity related to the integrated platform. The different Units of the Facility will have a person in charge for all the activities related to the Unit (**Unit Manager**).

Every instrument assigned to each Unit of the Facility will have a **Technical Manager** and **Operative Technicians** and its own use regulations that will be refined by the Technical Manager with the approval of the Unit Manager and of the Facility Manager.

The department of the PI has already identified technical staff for the use of the different hubs of the Integrated Platform;

All those who use and attend the animal facility are required to know and comply with the relevant law (see D.L. 26/2014). It is not allowed to use animals in animal facility without the approved experimental protocol.

All the users of the facility must comply with the following use regulations:

Authorized access

Entry to the platform facility is only permitted to authorized personnel. To be eligible for access, the personnel must fulfill the following:

1. Personnel working with animals must have the Responsible Care and Use of Laboratory Animals certificate.
2. Personnel working with animals must have a protocol or part of the researchers in the protocol that is approved by the Institutional Care and Use Committee.
3. Personnel must submit a security access application form to the Laboratory Animal Facility Manager.
4. The users of the platform must be properly trained.

Precautionary measures:

- The PI in charge for the research project will provide the experimental plan, the risk evaluation and the names of the people who will access the facility to the Facility Manager.
- The PI will report any change in the experimental plan to the Facility Manager.
- The PI will instruct the personnel who will access the Facility about the procedures and the risks related to the activities.
- The Facility Manager will keep record of all the authorized personnel.

Procedures:

- The Facility will be accessible to the faculty members who are included in the present proposal and for all the members of the Bio-Medical and Bio-Mechanical area of Sapienza University, who will request specific research activity related to the integrated platform.
- Access to the Facility will be monitored and registered.

General Rules:

1. Overcrowding must be avoided.
2. The facility must be clean and organized: promptly remove glassware, tools and equipment after use. Do not introduce objects not related to working activities.
3. Do not drink or eat in the Facility.
4. Do not smoke.
5. Do not leave material that is not clearly identified on the benches and in the hoods.
6. Clearly mark all the containers.
7. Do not mouth-pipette
8. Always wear gloves and change them as often as needed. Trash used gloves in the biological hazard waste containers.
9. Do not touch anything (door knobs, instruments etc.) with gloves used to manipulate biological samples. It is prohibited to take the gloves outside the facility.
10. Use cutting objects (needles, blades, glass) only if strictly needed.
11. Do not keep scissors, spatula, glass objects or dangerous material into the lab coat.
12. Avoid the use of contact lenses since they could be source of contamination and could hamper with first aid upon accidents.
13. Report pregnancy as soon as possible to the PI and to the Unit Manager. The procedures for protection of women during pregnancy will be implemented.
14. Promptly inform colleagues if dangerous material is handled.
15. Refer any accident or unsafe situations to the Unit Manager.
16. Do not leave the activity unattended.
17. Avoid using high heels shoes or sandals. Tie long hair and do not use hang loose jewelry.
18. Do not work alone, especially after hours.
19. Wash your hands before exiting the facility.

Specific Rules and regulations related to confocal microscopy

A) Authorized Users:

There are two (2) conditions that must be satisfied before using microscopy facility.

- The user must be approved by facility director/manager.
- The user must be properly trained. The user should contact facility director/manager to check if he/she qualifies to use the facility.

B) Usage rules:

1. Users are required to register before use the microscope.
2. Preferably no memory sticks should be used in any of the computers, use CD-R or DVD-R to copy your files.
3. Periodically the facility management may institute walk-in hours in order to ensure that every user has a chance to access the instrument. Walk-in sessions cannot be reserved and are allocated on first-come first served bases. Users MUST record walk-in usage on the "walk-in" sheet found next to the microscope.
4. Authorized users can register for sessions up to 2 months ahead.
5. All users are responsible to record time used as accurately as possible.
6. Only the user who signs up for the instrument is allowed to use the instrument during that time. If you are swapping time, inform the manager.
7. Each user can only register for up to 3 hours a day during regular hours (M-F, 9am-6pm). In the event of increased demand, lab administrators reserve the right to modify

the maximum number of hours to give all authorized researchers a chance to utilize the system for their needs.

8. Users that do not report to the lab manager at least 20 minutes after the session had started are considered late. Lab administrators reserve the right to cancel late sessions and reassign the time to another user.
9. "No-show" sessions will be billed at the **full rate** unless facility manager is notified within 12 hours after session ends.
10. Bills for using the instrument are sent monthly to the PI assigned to the user during registration. We reserve the right to deny access to users with long overdue usage charges. Please notify facility management of any changes to your PI.
11. Users exhibiting behavior that disrupts fair and balanced usage of the facility will be subject to penalties as indicated below (IV).

C) User safety and conduct:

1. User's safety comes first. Do not look into the laser light. Do not open the microscope or laser module. Do not perform any actions that may result in direct exposure to any harmful chemicals or radiation.
2. Under no circumstances users will repair or modify the configuration of the system without notifying lab administrators.
3. Only authorized and trained users are allowed to start and shutdown the system. Operating lasers and UV illuminators is considered a part of the startup/shutdown procedure.
4. No food or drinks are allowed anywhere near the system.
5. Users are solely responsible for backing up their data.
6. You must report any hazardous materials/samples to the lab administrator before bringing your samples to the lab. Do not operate the system with contaminated gloves.
7. Only lab administrators are allowed to train users.

D) Waste management:

1. Dispose of waste in the biological hazard waste container.
2. Close the waste container following the instructions described on the container.
3. Remove gloves and wash your hands.

E) Penalties for non-compliance

1. Any violation of the aforementioned rules will be reported to the lab director and appropriate disciplinary action will be taken. Depending on the severity of the infraction penalties may vary from verbal warnings, temporary suspension, to complete removal of access privileges.

F) Compliance Notice and Administrator Rights

1. By using the "IP-platform" you agree to comply with ALL the rules and regulations presented in this document. In addition, laboratory administrators reserve the right to amend or modify this document when deemed necessary.