

Name		Advisor		Student number	
Date		Institute/department		TMU email	

Why do I need to agree to sign these rules?

We have at least eight different labs sharing one small culture room. This means that your behaviour affects many other people, and their behaviour affects you. Therefore, it is very important that everybody is operating by the same fundamental rules. If any users are not following the rules, the condition of the culture room will quickly deteriorate. It will become messy, regularly contaminated, and the quality of our scientific work will suffer. It is better for us to work in a safe, clean and pleasant atmosphere.

Culture room terms and conditions

	I will dress appropriately whenever I am inside the culture room
<input type="checkbox"/>	I will remove my outdoor shoes. I will wear the sandals/slippers provided. I will always wear a lab coat.
<input type="checkbox"/>	I will wear clean gloves before touching anything inside the culture room
<input type="checkbox"/>	I will wear a face mask before entering the culture room. I will keep it covering my nose and mouth while I am present inside the room. (Note: This is not related to Covid-19. Human saliva contains <i>Mycoplasma</i> . This rule is to reduce risk of mycoplasma contamination.)
	I will always follow appropriate sterile techniques in all of my work.
<input type="checkbox"/>	This includes spraying all items with 70% ethanol before they enter the hood. I will also spray all items which I interact (haemocytometer, centrifuge, bench surfaces etc.) with 70% ethanol as necessary
	I will clean up after myself
<input type="checkbox"/>	I will empty the trash if it is more than <u>2/3 full</u> when I finish my work
<input type="checkbox"/>	I will empty the suction/aspirator container, if it is more than <u>2/3 full</u> when I finish my work
<input type="checkbox"/>	I will clean up any spills (culture media etc.) as soon as possible
<input type="checkbox"/>	I will not leave the microscope, computer, water bath, centrifuge on without proper reason
	I will empty and clean the hood once I am finished using it
<input type="checkbox"/>	I will never leave my waste items (gloves, pipette tips etc) in the hood
<input type="checkbox"/>	I will not leave unnecessary items in the hood (tip boxes, pipettes etc.) This blocks proper sterile airflow
<input type="checkbox"/>	I will spray (70% ethanol) and wipe all surfaces of the hood when I am finished using it
<input type="checkbox"/>	After using the hood I will switch on the UV, when it is safe to do so
	I will fill in the log sheets as required
<input type="checkbox"/>	I will fill in the log sheet every single time I use the cell culture hood
	I will acknowledge and report culture contamination, no matter how small
<input type="checkbox"/>	I will immediately report if any of my cultures show signs of bacterial, fungal or mycoplasma contamination.
<input type="checkbox"/>	I will contact Prof. Lundy (dlundy@tmu.edu.tw), Ms. Agnes Jhu (agnes.jhu@tmu.edu.tw) (GIBMTE) or Emma Wen (emma_wen@tmu.edu.tw)
<input type="checkbox"/>	I understand that I will not be punished or criticised in any way for reporting contamination
<input type="checkbox"/>	I understand that if I do not report contamination, I will be punished, which may involve removing my ability to use the culture room
	I will take corrective action for addressing culture contamination
<input type="checkbox"/>	I will follow the actions requested by Prof. Lundy in coordination with my advisor
<input type="checkbox"/>	I will, when requested, provide culture medium supernatant or cell samples for contamination testing purposes
<input type="checkbox"/>	This may include: 1. running further tests, 2. disposing of the affected cultures, 3. disposing of reagents and materials, 4. disposing of frozen cells, or 5. treating the infection using appropriate methods
	I will only work after being trained
<input type="checkbox"/>	I will only undertake procedures for which I have been fully trained.
<input type="checkbox"/>	I will not undertake any procedure if I am not confident of my ability to perform it in a safe and sterile manner.
<input type="checkbox"/>	If I am unsure about how to do something (i.e. emptying aspirator waste bottle, changing gas cylinder) I will ask another user for assistance.
	I will not interfere with others' items without permission
<input type="checkbox"/>	I will never touch, use, remove or interfere with any items belonging to other lab users without their permission
<input type="checkbox"/>	This includes automatic pipettes, disposable pipettes tips, reagents (culture media, PBS, FBS, additives) and glass pipettes.
<input type="checkbox"/>	This also includes equipment such as incubators. I will not open incubators from another lab without their permission.
	I will work to a high scientific standard
<input type="checkbox"/>	I will label my reagents, tubes, bottles and other items. This should include an advisor name, date opened
<input type="checkbox"/>	I will keep accurate, truthful records of my work related to cell culture, written in my lab book

<input type="checkbox"/>	I will not leave my cultures unattended in the incubator. Abandoned cultures will be removed
<input type="checkbox"/>	I understand that any cultures, tubes and bottles without a clearly labelled name and date will be thrown away
	I will be a good neighbour and help other users
<input type="checkbox"/>	I will report, and (if possible/necessary) deal with, any incubator alarms
<input type="checkbox"/>	I will help to change empty gas cylinders for other users, if necessary
<input type="checkbox"/>	I will obey the cleaning rota, completing the required tasks on time and to a suitable standard
	I will help to keep the room safe, clean and fair for all users
<input type="checkbox"/>	I will report other users to Prof. Lundy if I observe them breaking these rules.
	I accept that using the culture room is only allowed if I follow the rules
<input type="checkbox"/>	I understand that there may be video surveillance in the room and I agree to be filmed while using the room
<input type="checkbox"/>	If I do not follow the standards laid out above, my access to the room can be temporarily removed
<input type="checkbox"/>	For serious offences, or repeated minor offences, I can be banned from the room for the entire of my time at TMU
<input type="checkbox"/>	I understand that those consequences will be my own, which may include delaying my research work and graduation

My signature		Prof. Lundy's signature	
Date		My advisor's signature	