

## PHASE 1 Return to Work Plan ACCESS TO PLANT TRANSFORMATION FACILITY (SELF-SERVICE LAB)

(Location: Main Lab/Annex Lab, Lower Level, A Building)

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### **STEP#1: Access LIMITED to PHASE 1 Return to Work approved members ONLY**

PLEASE confirm with your PI/Manager to ensure you have been approved by Danforth Center Leadership to access the core facility as Part of Phase 1 Return to Work Plan. If you don't have an approval, request your PI/Manager to send message to [Danforth Center Leadership](#) and wait for approval notification before you plan to access the core facility.

**STEP#2: ALL** users are required to review and make reservations via the iLAB reservation system (<https://danforthcenter.ilab.agilent.com/account/login>) to ensure availability and access to the TC Facility (Main Lab and/or Annex Lab Area). 1 reservation = 1 user access to Plant Transformation Facility lab area. For more information please click "[instructions to use iLAB](#)".

**NEW USER/Request for LIGHT ROOM SPACE:** Please send a message to [vveena@danforthcenter.org](mailto:vveena@danforthcenter.org) with details.

**STEP#3:** In order to maintain social distancing requirements, a maximum of 4 people will be allowed in the Plant Transformation Facility at any given time. **ALL** users are also required to follow the guidelines described below:

### **PPE REQUIREMENTS: Face mask, lab coat and nitrile gloves until further notice.**

1	<u>No food or drink</u> is allowed in the laboratory.
2	All users are <b>required to relocate personal supplies that are stored in the multi-user TC Facility lab area to their PI Lab area</b> so that they can limit their access to the specific "Bay" they reserved via the <b>iLAB scheduling system</b> .
3	<b>Users are responsible for removal/disposal of all materials they might have brought with them to accomplish the tasks including blades from the hoods or other work surfaces at the conclusion of each reservation so that equipment is accessible to subsequent users.</b>
4	For biosafety reasons, users are <u>responsible for disposal of biowaste they generate</u> in the big orange cart located outside the TC Main Lab, <u>for proper deactivation of microbes</u> (i.e., Agrobacterium and/or any other contaminated liquids) in the designated area near the kitchen sink, and for <u>any cleanup if they spill materials on the floor</u> .
5	Users are required to <u>spray down work areas and any equipment they have used with 70% ethanol before and after completion of work</u> to maintain a clean workplace and minimize coronavirus exposure to themselves and others.
6	All users who intend to use the <u>media kitchen</u> area are <u>required to label their chemicals/media, content details, user name and date</u> . Media kitchen area users are also <u>responsible for washing used plastic-ware (beakers, graduated cylinders)</u> , so that clean dishes remain available to you and other users.
7	Please make sure to <u>turn off water baths or any other equipment</u> once you are done using them.
8	Users of <u>microscopes</u> are expected to <u>wipe equipment with 70% ethanol before and after use</u> to minimize coronavirus exposure to themselves and others.

**Reporting Equipment Issue:** If equipment is broken, users are requested to send an email with details of the equipment, location and issue to [TFinley@danforthcenter.org](mailto:TFinley@danforthcenter.org) or [vveena@danforthcenter.org](mailto:vveena@danforthcenter.org). Please note that equipment repair may take some time due to scheduling limitations posed by social distancing guidelines and/or availability of technician.