## UiO: Natural History Museum University of Oslo

## **Checklist before startup in the DNA lab**

- Read lab <u>guide lines</u>.
  - o Read the section "before starting" carefully and make sure of the following:
    - If you have samples to keep for long-term storage in a museum collection:
      - Obtain DNA bank accessions before starting the lab work.
    - You do not need DNA bank accessions if:
      - The material is already deposited in a museum database
      - You will use all of the material during lab analyses
      - The material will be disposed after lab work
      - You will bring the material with you after lab work
- Make sure you can document completed lab safety course (<u>HMS0503</u> or equivalent).
- Fill inn lab application form.
- Contact DNA lab technicians for introduction to the lab and HSE routines.
  - Contact the lab manager for obtaining lab access and access to the mailing list.
  - o Guidelines for writing lab journals are found here.
- All lab work must be booked using <u>BookitLab</u>. You will need a Feide account in order to make lab reservations. Make sure you have an updated Feide user account.
- Make sure you have all required reagents and lab kits.
- Make sure you have a UiO account to access the IT systems. More info is found <a href="here">here</a>.
- It is also recommended to read our <u>"how to NOT do it" guide</u>. Here you will find examples of frequent bad habits and lab mistakes we aim to avoid.
- If you need to order chemical/reagents, please complete the product ordering form.

Other useful info can be found on our <u>web pages</u>.
The DNA lab is also on Facebook:
<a href="https://www.facebook.com/groups/NHMOslo.DNAlab/">https://www.facebook.com/groups/NHMOslo.DNAlab/</a>