



BioNEST Facility Usage Policy

General Guidelines

1. Facility timings are from 9:00 am to 6:00 pm. The facility will be closed on Saturdays, Sundays and other public holidays as per the University Calendar. Users are requested to plan their work accordingly. Under special circumstances, any requests to work beyond these timings may be considered only on a per-case basis.
2. Food and beverages are not permitted in the laboratory areas.
3. Smoking is strictly prohibited in and around the facility premises.
4. Users must keep their allotted workspace clean and organised. They are responsible for their personal belongings and other items allotted to them.
5. Visitors are only allowed to enter the premises after obtaining prior permission from the BioNEST staff.
6. Guidelines of Ahmedabad University are also applicable to the users of the BioNEST facility.
7. During emergencies or unavoidable circumstances arising within either the facility or Ahmedabad University, the BioNEST facility usage may be restricted. Under such cases, users are requested to cooperate with the BioNEST and University staff.

Instrument Usage

1. All instruments need to be booked before usage, either offline through a log sheet or online through the booking portal. Usage charges will be levied as per the rate card, based on bookings and not actual usage. Therefore, kindly book instruments accordingly.
2. Bookings are made on a first-come-first-served basis. Bookings may be restricted to avoid misuse and increase instrument life. Under unavoidable circumstances, bookings may be cancelled.
3. Access to any instrument is subject to its availability. Users must check instrument availability, functionality, and booking and cancellation terms before booking any instrument.
4. Users will be allowed to handle instruments only after undergoing basic training. Usage of certain instruments may only be allowed under supervision of the BioNEST staff.
5. Users can bring their own instruments after obtaining approval from the Incubation Manager.
6. Users are not allowed to take instruments out of the facility or change their location within the facility without prior approval of the Incubation Manager.
7. Penalty will be levied for damages occurring to the instrument due to improper handling, abuse or misuse.
8. The administration does not guarantee accuracy and validity of the experiments performed by the users with any of the instruments. However, technical support will be provided for instrument handling, experimental design and data analysis.
9. Administration is not responsible for any loss or damage to samples incurred due to instrument failure.

Wet Lab Usage

1. Appropriate Personal Protective Equipment (PPE) like a lab coat, gloves, masks, safety goggles, a mask, a head cap, footwear, etc. must be worn wherever required.
2. All users must appropriately label their lab items like reagent bottles, culture flasks, petri dishes, sample tubes and vials, etc. The label must include at least the user name, the item name and the date of preparation/expiry. Unlabelled items will be discarded.

Consumables Usage

1. Items of a specific make, brand or quality will not be provided, and need to be procured separately by the user.
2. Returnable consumables, such as glassware and plasticware must be returned after the end of tenure. Penalty will be levied for any damages or breakage incurred due to improper handling, abuse or misuse. A

user may take them out of the facility only after obtaining approval from the Incubation Manager.

3. Non-returnable consumables like chemicals and disposable plasticware will be provided at actual price, which will vary from time to time.
4. Consumables will be provided based on their availability. The administration does not guarantee the availability of any specific consumable at a given time.
5. The administration is not responsible for loss or damage to samples incurred due to any consumable.
6. Users must notify the Incubation Manager of any hazardous, inflammable or biohazardous material stored or used by them at the facility. Users may be required to submit information concerning such material when required, as part of safety guidelines. Certain categories of materials may be restricted within the facility.

Waste Disposal

1. Users must follow appropriate guidelines set up for disposal of regular waste and biological waste. Separate bins are provided for different types of waste items.
2. Users should immediately report any spillage of biological material to the administration.

Fire Safety and Emergency

1. All users are required to undergo fire safety and emergency response training.
2. Users must not enter restricted areas such as the maintenance room, the electrical and server room, the utility area, etc.
3. Users must be aware of all safety signs posted at various places in the premises.
4. Facility usage will be restricted during emergencies.

Data Storage and User Information

1. User information like name, affiliation, project details, staff details, etc. may be shared with internal or external agencies with your permission.
2. The user is responsible for any data generated from instrument usage. Kindly remove data from shared systems to avoid misuse. The facility will not provide any data backup or security services.

Violation of the usage policy will result in disciplinary action.

General Guidelines for BioNEST Premises

At BioNest, we are committed to the best interests of the user community. However, as it is a shared facility, every user must act responsibly in the interest of the entire community. A well-maintained facility requires the collective effort of every single user. While it is up to the user to ensure a clean, efficient and organised workspace, we have listed a few points which will help them achieve the highest standards of good laboratory practices.

1. While working in the laboratory, always wear appropriate clothing with a lab coat and other PPE, if required.
2. To maintain a clean, dust-free environment, we do not allow outside footwear within the laboratory premises. Please keep separate footwear for use within the facility.
3. Please maintain a neat and well-organised workbench and discard old and unwanted items regularly. It is recommended that you set some time aside every week for cleaning your workspace.
4. Label all your items properly. Unlabelled items will be discarded.
5. Follow the appropriate decontamination process for discarding biological materials. For any queries regarding waste disposal, please contact the Incubation Manager.
6. Please use the facility resources judiciously. Try to reuse items as much as possible.
7. Avoid listening to music within the premises as you may be unable to hear any notification sounds emanating from instruments or safety devices, such as 'CYCLE OVER', 'ERROR', 'LOW BATTERY'.
8. The facility contains hazardous chemicals and gases. In case of the slightest symptoms of headache, dizziness, blackout, nausea, vomiting or irritation in the eyes, skin or nose, immediately contact the Incubation Manager or any other BioNEST staff for medical assistance.
9. The facility contains inflammable gases. Use of items such as matchsticks, lighters, or any other device that may produce sparks, is STRICTLY PROHIBITED.
10. It is strongly recommended that you do not work for longer times in isolation. Always try to work in the presence of your fellow users so that they may be able to help you in case of any medical emergency.
11. Please be aware of the location of emergency devices such as FIRE ALARMS, SMOKE DETECTORS, FIRST AID BOX, DECONTAMINATION HAND SHOWER and EMERGENCY EXIT.
12. You are responsible for your assigned workspace, any consumables issued to you and your personal belongings.
13. During any emergency or unavoidable circumstances, kindly cooperate with the BioNEST staff and follow appropriate guidelines as these are for your own safety.
14. DO NOT change instrument settings, location and modes unless required. Consult the Incubation Manager before altering any major settings.
15. Instrument bookings should not be misused. Frequent cancellations may lead to suspension of booking privileges.