

Infectious and Global Diseases Research Program



RCMI Program

General Guidelines for Services

The Infectious and Global Diseases Research Program

The goal of the Infectious and Global Diseases Research Program (IGDP) is to enhance the research capabilities for multidisciplinary collaborations that will lead to translational research in infectious and global diseases. The strategy to accomplish this goal is to provide access and support to advanced specialized technology to enhance research capacity and promote activities that will improve interactions between clinicians and basic scientists in order to stimulate translational research.

General Guidelines

Users should follow the Infectious and Global Diseases Program rules of operation at all times. The facility coordinator and the co-investigators reserve the right to regulate access, to establish hours of operation, and to limit unsupervised access to the equipment in the facility.

All users should register in the e-Ticket System prior to use the facility and/or equipment. Each user should have an account in the e-Ticket system to be able to use the facility and register for use of equipment and/or services. New users have to request an account by writing an email to Joseph Morris (josephmorrispastrana@upr.edu) or by asking the IGDP Core Coordinator the procedure to request an account. **The e-Ticket account should not be shared. This is a strict rule; each user should have their account.**

Access Schedule

Monday through Friday

8:00 a.m. - 4:30 p.m.

Under special circumstances, users can coordinate with the IGDP Core Coordinator for accessing the facility afterhours.

User Registration and Eligibility

The IGDP facility is open to any researcher working on research projects focused on infectious diseases or human diseases from the Medical Sciences Campus of the UPR or from any other research institution.

Priorities

- IGDP Principal Investigators
- IGDP Principal Investigators Technician
- RCMI Investigators / Technicians
- MSC Investigators
- MSC Technicians
- MSC Graduate Students
- Investigators outside MSC

Instrumentation Logs

Users should register in the e-Ticket system prior to use any equipment or facilities. Whenever the e-Ticket system is not working or there is no Internet or electricity failure, users should register in the IGDP Plan B Internet Access Solution.

RCMI E-Ticket System

An electronic service request system was implemented in March 2012 to facilitate, document and track research support services. Initially, the system requires users to fill an electronic survey form to register in our user database. Users receive a user name and password to access the electronic ticket system. After a ticket is created, all communications related to the requested service are managed by regular email. Once the service is completed, the ticket is closed (resolved).

Users responsibilities

- All equipment are available for use after consulting with the facility personnel, receiving the appropriate training and registering use in the e-Ticket System.
- Storage of reagents in the lab refrigerators or shelves is allowed for limited time only.
- All computer files used in the facility should be saved in external or removable media storage devices such as CDs or USBs.
- All computers in the facility are equipped with Norton Utilities anti-virus software.
- Users are encouraged to scan for virus-infected files on any media storage devices prior to be opened in any of the facility computers.
- Users shall notify the IGDP Core Coordinator of any problem with equipment through personal communication. Otherwise, if the IGDP Core Coordinator were not available the notification shall be through the e-Ticket System.
- Users working with bloodborne pathogens as well as infectious microorganisms should have previous training to work with appropriate safety precautions in the facility. All working areas should be left clean and organized after using the facility.
- Training is compulsory prior to use the following equipment: Refrigerated Centrifuge (Eppendorf 5810 R), SpectraMax M3 Multi-Mode Microplate Reader and Fluorescence Microscope with camera. Each user interested in using these equipment shall coordinate

with the IGDP Coordinator for receiving training, training is based on coordinator availability.

Activities Not Allowed

- Reagents, materials, and equipment of this facility **should not be taken out** of the lab A-349.
- Drinking, smoking, and storing of food in refrigerators or on shelves; application of cosmetics; and handling of contact lenses are not allowed in the facility.
- The IGDP facility is a Biological Safety Level 2 (BSL-2) laboratory which means that limited pathogens may be handled in the laboratory, consequently the door should be locked at all times and visitors are not allowed in the facility.
- Users must bring all the materials needed for their experiments to the facility.
- Reagents should not be stored in the refrigerators for long periods of time.
- No radioactive isotopes are allowed in the facility.

Security

- The door to the facility must be closed and locked at all times.
- Gas burners should not be leaving on unattended; the principal gas source should always be turned off after use.
- Flames near flammable substances should be avoided.
- All broken glasses and sharps should be disposed in the appropriate containers.
- All plastic ware, materials or reagents in contact with infectious organisms should be dispose appropriately.

Reports

Users are expected to provide information regarding their publications, research, support, awards, presentations, etc. for including this information on the NIH progress reports and/or program evaluations.

Safety Precautions

- The IGDP is a Biological Safety Level 2 (BSL-2) facility in which experiments must be conducted following Universal Blood and Body Fluid Safety Precautions. The Principal Investigators of those using the facility are responsible for providing their students and laboratory staff with the training and immunizations necessary to work with the specific biological agents involved in their research prior to any work to be done at the facility.
- No radioactive isotopes are allowed in the facility.
- Flammable, corrosive and any other chemicals used in the facility (other than ethyl alcohol) should not be stored in the lab after the work is done. These chemicals should be handled in the fumes hood following the appropriate safety precautions. Only ethyl alcohol will be stored in a designated safety cabinet for flammable chemicals.
- All research performed in the facility should be conducted in accordance with the directives and regulations stated in the University of Puerto Rico, Medical Sciences Campus Biosafety Manual, the NIH Revised Guidelines For Research Involving Recombinant DNA Molecules (NIH GUIDELINES) and the CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL) manual.
- Copies of these directives are available at the facility and can also be found on-line at:
<http://committees.rcm.upr.edu/docs/IBC/Biosafety%20Manual%202007%20-%20under%20review%202016.pdf>
<http://osp.od.nih.gov/office-biotechnology-activities/biosafety/nih-guidelines>
<https://www.cdc.gov/biosafety/publications/bmbl5/>
- For additional questions regarding laboratory safety please refer to the IGDP Laboratory Guidelines for Biological Safety.

Acknowledgement to RCMI Program

Users of the Instruments or Services should acknowledge RCMI support by including the following sentence in their publications:

“Infrastructure support was provided, in part, by the National Institutes on Minority Health and Health Disparities of the National Institutes of Health under award number G12 MD007600”

Cooperation in this respect is **Vital** to the success of the Program.

Please send a reprint or copy of the publication to the:

RCMI Program

Office B621-A

6th Floor

UPR Medical Sciences Campus

so that it can be included in the program’s reports.

Approval of Guidelines

Approved by:



Adelfa E. Serrano Brizuela, PhD

Director

Infectious and Global Diseases Research Program

RCMI Program, UPR Medical Sciences Campus

VoBo by:



Emma Fernández-Repollet, PhD

Principal Investigator

RCMI Program, UPR Medical Sciences Campus