Center for Genomics in Health Disparities

and Rare Diseases

RCMI PROGRAM

General Guidelines for Services

The Center for Genomics in Health Disparities and Rare Diseases

The long-term **goal** of the Center for Genomics in Health Disparities and Rare Diseases (CGHDRD) is to provide the critical environment that will enable high quality translational and biomedical research in pharmacogenomics, human genetics and genomics, molecular biology.

The Center encompasses two laboratories: Molecular Genetics and Molecular Biology. It provides the necessary expertise to apply high throughput genotyping, expression profiling and sequencing technologies at the UPR-MSC. Specialized technical staff trains researchers at different levels of their scientific careers in supported technologies. Novel DNA and RNA isolation methodologies are applied to a diverse group of organisms and biological samples for nucleic acids sequence analysis in general.

The Center organizes a series of seminars and training workshops focused on pharmacogenomics, genetic diseases and molecular biology to further advance the expertise of our scientists, and to strengthen collaborations among basic and clinical scientists both locally and internationally.

Molecular Genetics Laboratory

User registration and eligibility criteria:

Users should fill designated Registrations forms localized on each instrumentation spot in service. For eligibility each interested person has to be authorized to use our instruments by the facility coordinator or the technician in charge.

Priorities

The following priorities apply to the facility users:

1st Priority: RCMI investigators/graduate students /technicians
2nd Priority: MSC investigators/ technicians/ graduate students
3rd Priority: Investigators outside the UPR-MSC

Instrumentation Logs

Users are required to register in the instrument log books in order to record their visits and assess the status of the instrumentation after each use.

Security

General Laboratory Safety Measures should be followed by all users. Facility staff oversees the use of equipment or services and monitors the use of our log books.

When a problem arises with the equipment, the user should notify it immediately and/or fill out a Problem Report Sheet and hand it to the technician in charge of the facility. Users should not attempt to solve the problem by themselves.

Download General Guidelines (PDF)

Download RNA Specimen Processing Overview (PDF)

Download Specimen Processing Services Form (Word)

Molecular Biology Laboratory

Operation Rules

User Registration and Eligibility Criteria

Users should fill a registration form. All individuals involved in scientific research in the Medical Sciences Campus can have access to FacilityServices, after approval of the Facility Coordinator.

Priorities

Service priorities are as follows

- RCMI Investigators / technicians / students
- Medical Sciences Campus Investigators / graduate students / technicians
- Researchers outside MSC

Users responsibilities

- Users should follow facility rules at all times.
- Users should provide information regarding their publications, research support, and awards to be included in the Facility Annual Report to NIH.
- Copies of publications should be sent to the RMCI Program Office

Facility Regulations

- All equipment should be used on the premises unless its removal is authorized by the facility coordinator.
- The coordinator of the facility reserves the right to regulate access to equipment, specifically: the right to set hours of operation of the facility, the right to limit unsupervised access.
- Users should register for the use of the equipment by signing the logbook

- Each equipment item has rules for its use accessible at the site. The user should comply with these rules.
- Users of services or resources of the Molecular Biology Core Facility should acknowledge RCMI for the support in their research publications, abstracts or presentations.
- Users are not allowed to copy any software in computers connected to equipment from the Facility.
- Information acquired with available software must be saved in an external disk (Zip) to avoid hard disk overload.
- When a problem arises with the equipment, the user should notify it immediately to the technician in charge of the facility and fill out a Problem
- Report Sheet. Users should not attempt to solve the problem by him/herself.
- Users should fill the Sequencing Form (PDF) and/or the Oligonucleotides Form (PDF) when requesting services

Download Guidelines (PDF)

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).

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 grants from the National Center for Research Resources (2G12 RR003051) and the National Institute on Minority Health and Health Disparities (8G12MD007600).”

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

Approval of Guidelines

August, 2012

Emma Fernández-Repollet, PhD
Principal Investigator
RCMI Program, UPR Medical Sciences Campus