Guidelines

Copenhagen Center for Translational Research

Management:

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Bispebjerg Hospital

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How to become part of CCTR

User Agreement with Research Group

The user agreement outlines the guidelines, obligations, and rules, as well as the duration of the agreement. If there is a need for space to set up laboratory or testing equipment, we will work together to find a suitable location, and a user agreement with an equipment appendix (see the section on brought-in equipment) will be completed. This appendix will detail the equipment the research group has brought to CCTR. The user agreement is entered into with the management of CCTR. If you or your immediate supervisor do not have a user agreement, one must be established before you can gain access to CCTR facilities.

Issuance of office key

Members of a research group with a user agreement with CCTR can obtain a key from one of CCTR's employees. The user must complete and sign a key form. Keys are personal, with a unique key ID, and must not be transferred to another user. It is strictly prohibited to lend your access card to others. If this happens, the user's own access will be immediately and without notice revoked. The key must be returned to CTF's office/management, where receipt will be confirmed with a signature.

Access to CCTR

Card access to CCTR (ADK access) requires that you provide your name, card number, BAM ID, research group, research group leader, and email address. Once the user agreement has been signed by your immediate supervisor and CCTR management, you can contact kba.bispebjerg@regionh.dk cc ctf-adm.bispebjerg-frederiksberg-hospitaler@regionh.dk to arrange access.

Photo of employees

We have a bulletin board displaying photosand research groups to ensure and contribute to awareness of current users and transparency about "who's who." We expect you to contribute to this by contacting ctf-adm.bispebjerg-frederiksberg-hospitaler@regionh.dk

Facilities and laboratories

Book a meeting room

Meeting rooms on the 2nd floor (80.2.52) and the 3rd floor (80.3.19) can be booked ad hoc by contacting kba.bispebjerg@regionh.dk cc ctf-adm.bispebjerg-frederiksberg-hospitaler@regionh.dk

Rooms can only be booked for one time slot at a time, meaning repetitive bookings are not accepted. You may not request rooms on behalf of others who are not part of the same research group (i.e., individuals who have not signed an agreement with CCTR).

Other inquiries regarding the use of rooms should be directed to kba.bispebjerg@regionh.dk.

Guidelines for borrowing meeting rooms on the 2nd floor (6–10 people) and 3rd floor (15–20 people)

The room is equipped with a flip chart/whiteboard, including markers, and a touch screen, which can freely be used for presenting slides and files (see a separate manual for instructions).

The meeting rooms are not staffed with service personnel, so you are responsible for adjusting the chairs/table setup, providing refreshments, serving food and beverages, tidying up, resetting chairs and tables, and using IT equipment (a manual is available in the room). Food, beverages, and tableware can be ordered for delivery from external sources, such as the cafeteria. However, disposable cups are available in the meeting room, and there is an option to make coffee and tea yourself in the kitchen on the 1st or 2nd floor.

The meeting room must be left in the same clean and tidy condition as it was received (refer to the picture posted in the meeting room if you are unsure about the chair and table arrangement).

IT guide, room 80.3.19 (3rd floor meeting room)

Instructions for using the 86'' touch screen and wireless file sharing via ClickShare can be found on the table in the meeting room on the 3rd floor.

Laboratory equipment

All research groups are permitted to bring relevant laboratory and analytical equipment to the CCTR laboratories, where it may be used by their own group and, if agreed upon, by other research groups.

All medical-technical equipment must be registered in Medusa, which ensures that the hospital performs service either upon request or routinely. It is a legal requirement that centrifuges are serviced at least once a year, which is arranged via Medusa/CIMT. The owner of the equipment is responsible for ensuring this.

The equipment must be registered with the correct location in CCTR: http://medusa.regionh.dk/medusa/medusa/framework/index.aspx.

For equipment owned by a research group at CCTR, the group is responsible for:

Service and maintenance of the equipment via MEDUSA.

Setting the framework and making agreements for the use of the equipment by others, including developing a financial model for reagents, wear and tear, etc., preferably in collaboration with the laboratory manager.

Providing a superuser who can train new users of the equipment, potentially in collaboration with the laboratory manager.

NO ONE MAY USE OTHER GROUPS' ANALYTICAL EQUIPMENT WITHOUT PRIOR AGREEMENT WITH THE OWNER OF THE EQUIPMENT

Chemicals and reagents

The purpose of this guide is to provide instructions for the handling and storage of chemicals and reagents to prevent accidents and injuries in the laboratory, as well as to ensure proper management of these substances.

The handling and use of chemicals must comply with the Safety Handbook (see appendix). It is the user's responsibility to work in accordance with applicable regulations regarding chemicals, including their registration, handling, and disposal.

Regulation (EC) No. 1272/2008 on the classification, labeling, and packaging of substances and mixtures (CLP) is based on the United Nations' Globally Harmonized System (GHS). Its purpose is to ensure a high level of protection for human health and the environment, as well as the free movement of substances, mixtures, and articles.

CCTR adheres to the mandatory CLP regulations, and it is the responsibility of users to comply with the rules for classification and labeling of substances, mixtures, and articles. See details below.

Ordering and registration

Region H uses the chemical management system Alpha Omega, which contains safety information about chemicals and reagents used within the region. Alpha Omega is managed by the region's chemical advisory service, which can be contacted via the following path: Forside /Personale/Arbejdsmiljø og trivsel//Kemikontakter/Kemikonsulenter.

It is the responsibility of the chemical agent from the user's department to ensure that all chemicals and reagents are registered in Alpha Omega, that chemical instructions are retrieved from Alpha Omega, and that containers are labeled in accordance with CLP regulations. Violation of this may cause termination of the user agreement.

According to the rules, the chemical inventory and safety data sheets (SDS) must be readily accessible to laboratory users. The chemical inventory can be retrieved from Alpha Omega. Safety data sheets (SDS) for all chemicals, along with chemical instructions from Alpha Omega, can be found on the R-drive via the following path: R:\Sikkerhedsdatablade\1. Laboratoriekemikalier, kits og kassetter.

It is a requirement that each department registers chemicals stored at CCTR using CCTR's location in Alpha Omega. The chemical agent from the user's department must comply with these guidelines, potentially with the assistance of their manager.

Labeling and classification

The majority of chemicals and reagents used in Denmark that are subject to hazard labeling requirements are already classified and labeled when received from the supplier. The most common reason for missing

labeling typically arises during packaging changes, and it is the user's responsibility to ensure that new packaging and mixtures are correctly classified and labeled.

Storage

All chemicals and reagents must be stored according to regulations, as outlined in the chemical instructions or SDS. At CCTR, there are two rooms designated for chemical storage: Room 80.2.31 and Room 80.2.32 for flammable liquids, shared with KBA research.

For short-term storage of frequently used chemicals and reagents that require fume extraction, the fume hoods and associated cabinets in the laboratory can be used. Chemicals classified as toxic must always be stored in a designated locked cabinet, marked with a warning sign stating "Toxic Substances." Hazard symbols indicating the need for storage in a locked toxic cabinet are outlined in the Region's Chemical Waste Management Handbook. Please refer to these guidelines to ensure proper handling and storage of hazardous materials.

Fareklasse og -kategori	H sætninger		Fare piktogram	Krav om opbevaring under lås mv. (eksisteren de krav) (§36, stk 1)	NYT: Krav om udpegning af sikkerheds-ansvarlig* (§36, stk 2)	NYT: Pligt til anmeldelse af tyveri (§40)
Acute Tox. 1 og Acute Tox. 2	H300 H310 H330	Livsfarlig ved indtagelse Livsfarlig ved hudkontakt Livsfarlig ved indånding		X	X	X
Acute Tox. 3	H301 H311 H331	Giftig ved indtagelse Giftig ved hudkontakt Giftig ved indånding		X	X	X
STOT SE 1	H370	Forårsager organskader […]		X	X	
Carc. 1A og Carc. 1B	H350	Kan fremkalde kræft […]		X		
Rep. 1A og Rep. 1B	H360	Kan skade forplantningsevnen eller det ufødte barn […]		X		
Muta. 1A og Muta. 1B	H340	Kan forårsage genetiske defekter […]		X		

*Hvis den samlede mængde af de stoffer, som omfattes af kravet > 125 ml

Miljøstyrelsen • Strandgade 29 • 1401 København K
Tlf. 72 54 40 00 • Fax 33 32 22 28 • CVR 25798376 • EAN (drift)5798000863002 (tilskud)5798000863019 • mst@mst.dk • www.mst.dk

If ventilation is not required for storage, the chemical instructions or SDS must be followed.

The following general guidelines from Region H for chemical storage should always be observed:

- Hazardous chemicals must be stored in a way that does not pose a safety, health, or environmental risk.
- Chemicals should be kept in designated storage areas, such as chemical cabinets or rooms, and returned after use.
- Chemicals must not be stored alongside food or medicinal products.
- Chemicals should be placed securely to prevent tipping or falling from shelves. It is recommended that storage shelves for chemicals are fitted with edge guards.

- Chemicals should ideally be stored in their original packaging. When transferring chemicals to different containers, ensure the container is suitable for the substance and label it with the same hazard markings as the original packaging. The hazard label must be chemical-resistant.
- Containers must not be misleading, e.g., chemicals must not be transferred into containers designed for food.
- Chemicals should be stored in a way that prevents spills from directly entering a drain. This can be achieved by using spill trays. Ensure that the spill tray can hold the volume of the largest container stored on it.
- The storage of chemicals and equipment in fume hoods should be limited to prevent impairing the hood's functionality.
- Containers must be tightly closed when the chemical is not in use. Ensure lids or caps are securely fastened.
- Chemicals that may cause hazardous reactions when mixed (e.g., strong acids and bases) must be stored separately.
- When storing chemicals in a refrigerator, ventilation must be provided if there is a risk of emitting harmful vapors.
- The amount of chemicals in the workspace should be minimized as much as possible.
- Departments should aim to limit the stockpile of chemicals and purchase only as needed.

Waste/disposal

Laboratory waste must be sorted continuously and in compliance with applicable regulations. For detailed guidelines, please refer to the Waste Sorting Handbook.

Pay attention to what goes into the tabletop waste containers during work and use the correct chemical waste category when disposing of it. Once the correct category has been identified, use the corresponding chemical waste label (the category can be found in the chemical instructions). Labels are available in the glass cabinet at the entrance to Laboratory 80.02.08. The chemical waste label must be completed and affixed to a white bucket with a lid of appropriate size. Liquid waste must be disposed of in jugs and labeled with the corresponding chemical waste label.

Filled and sealed tabletop waste containers, without spillage on the outside, must be transported to Room 13, 80.02.32, for later collection. Note that the transport route to Room 13, 80.02.32, passes through the kitchen area. Waste is collected twice a week.

General waste:

Waste type	Contents	Handling
Batteries	All types of batteries	Container outside Office 80.02.07. Porter collects upon request.
Printer Cartridges / Toner	Printer cartridges and toner from printers and copiers	Delivered to Logistics 80.0.17, in the large box opposite the elevator (80.2.19).
Electronic Waste	All types of waste containing electronic components. If it includes batteries, remove and dispose in the battery container.	White bucket in Glass Wash 80.2.01. Collected by porter upon request.
Glass Waste	Clean glass only. **Excludes laboratory and Pyrex glass,**	White buckets in Glass Wash 80.2.01 and Laboratory 80.2.08.

	which is residual waste! Glass packaging that has contained carcinogenic, toxic, or environmentally harmful substances is chemical waste.	Collected by porter upon request.
Chemical Waste	See below.	
Clinical Risk Waste	See below.	
Metal Waste	Metal waste without chemicals.	White bucket in Glass Wash 80.2.01. Collected by porter upon request.
Cardboard	All types of cardboard, flattened.	Flex cage at Laboratory Entrance 80.2.08. Full cage transported to Logistics Basement by elevator 80.-1.19.
Paper	Paper for recycling and shredding.	Container 80.2.21. Collected by porter upon request.
Plastic		Bags in Laboratory 80.2.08. Emptied by cleaning staff.
Porcelain		White bucket in Glass Wash 80.2.01. Collected by porter upon request.
Residual Waste		Black bags. Emptied by cleaning staff.

Chemical waste:

Please follow the Region's current waste management regulations. Detailed information is available on the intranet:

- Chemical Waste Labels
- Handling and Storage of Chemicals

For additional guidance, you are always welcome to contact the Region's Chemical Advisory Service, Kemirådgivningen.

Clinical risk waste:

For clinical risk waste, yellow containers are available. For sharp objects (needles, scalpels, ampoules, cover glasses, etc.) small yellow containers are provided at the laboratory benches. When container is approximately 2/3 full, it should be sealed and placed in the clinical risk waste containers in the logistics basement near elevator 80.-1.19. Boxes and containers can be found at the entrance to the shared laboratory (80.2.08) and in the storage room.

Accidents and communication

All accidents at CCTR facilities must follow the current guidelines from RegionH.

In the case of *any* accident at CCTR, you must be inform the CCTR team orally within 24 hours and in writing (ctf-adm.bispebjerg-frederiksberg-hospitaler@regionh.dk) within 72 hours.

In case of work environment accidents such as contact with chemicals, you must in addition to inform CCTR also inform your department Work-Environment Representative (AMIR on Danish) and carbon copy ctf-adm.bispebjerg-frederiksberg-hospitaler@regionh.dk on the email to ensure documentation of this contact.

Failure to comply with the regulations of accidents may cause termination of the user agreement without further notice. Freezers and refrigerators

When moving refrigeration/freezing equipment into CCTR:

As a user of CCTR, you may bring your own refrigerator and/or freezer upon prior written agreement with the CCTR management. It is also possible to share refrigerators and freezers with other groups. Such arrangements must be made directly with the group that already has refrigeration/freezing equipment installed at CCTR. CCTR currently has one -80°C, one -140°C, as well as several -20°C and 4°C refrigerators/freezers. Space in these units can be allocated upon agreement with the CCTR management. It is only permitted to use other groups' refrigerators and freezers with their consent. CTF also has a cold storage room. Users of this facility must read and fully understand the guidelines outlined in Appendix 2 before being granted access.

Monitoring freezers and refrigerators

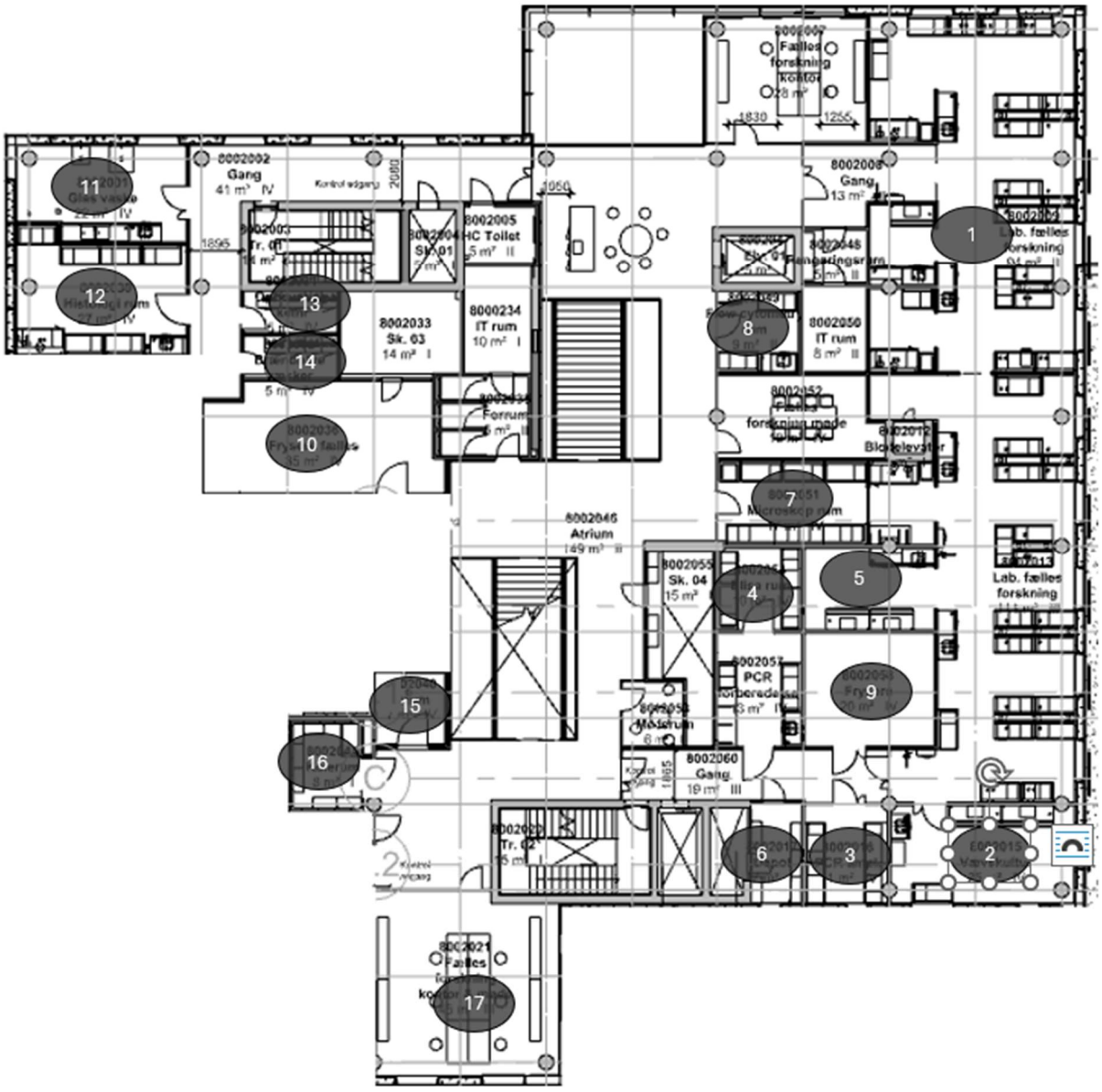
Freezers and refrigerators brought into CCTR must be registered with wireless temperature monitoring (RTLS) through the FM unit: \\Rghnas03\virk-bfh\CCTR-fælles\Vejledninger_CCTR\Registrering af ny køle-_fryseenhed.docx

This setup provides a temperature log for the refrigerator/freezer and sends an email if the temperature exceeds the specified limits. If 24/7 monitoring is required, such as for -80°C and -140°C freezers, they must be registered with a CTS alarm via CEJ and a service agreement with the company from which the freezer was purchased. \\Rghnas03\virk-bfh\CCTR-fælles\Vejledninger_CCTR\Word_UddannelseTilMonitoreringsløsning_Handout.pdf

The owner of freezers and refrigerators is responsible for monitoring agreements and responding to alarms.

The Clinical Biochemistry Department handles the monitoring of refrigerators and freezers connected to CCTR. In such cases, the contents of refrigerators or freezers will be transferred to an emergency refrigerator or emergency freezer. Your research leader will be notified in writing via email. It is your responsibility to have the refrigerator/freezer repaired and to ensure space is available for the relocated materials within one week. A contact list must be placed on freezers, ensuring that users can always be reached in case of an emergency.

On the use of shared laboratories

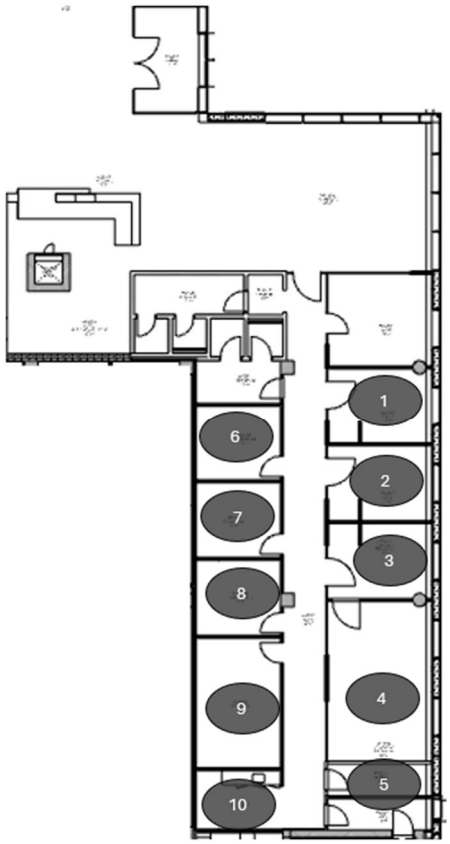


The CCTR shared laboratories are located on the 2nd floor and include:

- 1. Shared Laboratory: 80.2.09–80.2.14
- 2. Tissue Culture Laboratory and GMO Laboratory: 80.2.15
- 3. ELISA room and Ice machine: 80.2.16
- 4. Pre-PCR Laboratory: 80.2.57 and PCR Laboratory: 80.2.54
- 5. GMO Stemcell Laboratory 80.2.13A
- 6.Storage Room: 80.2.17
- 7. Microscopy Room: 80.2.51
- 8. Flow Cytometry Laboratory: 80.2.49
- 9. Freezer Room for -80°C and -150°C Freezers: 80.2.58
- 10. Freezer Room: 80.2.36 (KBA Research, 1 space allocated to CCTR)

- 11. Glass Wash: 80.2.01 (shared with KBA/KBA Research)
- 12. Histology Laboratory: 80.2.30 (shared with KBA Research)
- 13. Chemical Storage Room: 80.2.31 (shared with KBA Research)
- 14. Flammable Liquids Room: 80.2.32 (shared with KBA Research)
- 15. Ice Room with Ice Machine and Dry Ice80.2.40 (shared with KBA Research)
- 16. Cooling Room: 80.2.44 (shared with KBA Research)
- 17. CTF shared office: 80.2.21

On the use of shared facilities



The CCTR shared facilities are located on the ground floor and include:

- 1. Examination room: 80.0.27
- 2. Examination room: 80.0.28
- 3. MRi control room: 80.0.29
- 4. MRi scanner room: 80.0.30
- 5. MRi equipment room: 80.0.31
- 6. Examination room: 80.0.37
- 7. Examination room: 80.0.36

- 8. Examination room: 80.0.36a
- 9. Laboratory equipment, fridge, centrifuge, storage: 80.0.34
- 10. Resting area and Kitchen: 80.0.33

Good Laboratory Practice (GLP)

Before new users begin working in the laboratories, the GLP contract must be read and signed. We expect users of the cell laboratory to be trained in working in the cell lab and to have read and understood the guidelines (Appendix 1) for its use.

General guidelines:

To ensure a safe and efficient working environment, the following guidelines must be followed. Questions, comments, and suggestions are always welcome.

- Outerwear and bags must be placed outside the laboratory.
- Food and beverages must never be stored or consumed in the laboratory!
- Always wear a long-sleeved lab coat in the laboratory. Lab coats are available in the glass cabinet at the entrance (80.02.08). If lab coats are missing or there are only a few left, inform the laboratory manager so more can be ordered.
- If you use gloves in the laboratory, remove them before leaving. Never touch door handles while wearing gloves!
- Use the required personal protective equipment (PPE).
- Do not use equipment unless you have been trained in its use.
- Clean up spills immediately.
- If you have long hair, tie it back.
- Never use open flames when flammable substances are present in the room.
- Never smell chemicals directly.
- Always work in a fume hood when handling hazardous, volatile, flammable, or strongly odorous chemicals.
- Dispose of chemicals properly (refer to the chemical instructions). If in doubt, consult your supervisor or the laboratory manager.

Good scientific practice

We expect adherence to the rules for good scientific practice. Guidelines on this can be found on the Region's website or the affiliated university (in the case of BFH, the University of Copenhagen) University of Copenhagen's Code of Conduct for Good Scientific Practice.

GDPR

All CCTR members are required to always comply with the General Data Protection Regulation (GDPR). For more information, please visit the GDPR guidelines on the Region Hovedstaden intranet.

We highly recommend that all CCTR users complete the GDPR e-learning course provided by Region Hovedstaden.

Personal safety

The research group leader is responsible for ensuring that their group members working in the laboratories have been introduced to the proper handling of the chemicals and instruments they will be using, as well as any required safety equipment.

After finishing work

- Clean up after yourself and wipe down the tables with 70% ethanol.
- Ensure that samples, bottles, etc., are labeled with contents, name, group, and date. **Anything without a label will be discarded.**
- Keep fume hoods tidy, and they should not be used as storage cabinets.
- Collect dirty glassware, and the research group is responsible for washing and returning it. Instructions for glass washing and autoclaving are available.
- Empty the waste bags on the laboratory tables and dispose of clinical risk waste when full.

Research Integrity

CTF aligns its practices with the *Danish Code of Conduct for Research Integrity*.

This code establishes a framework for responsible and transparent research practices and reflects the core values upheld at CTF. Adherence to these guidelines is essential to ensure the quality, credibility, and integrity of all research activities.

Guidelines on this can be found on the website of the Danish Agency for Higher Education and Science: *Danish Code of Conduct for Research Integrity.*

All laboratory users are expected to familiarize themselves with the code and incorporate its principles into their daily work.

Glassware washing

In Room 80.2.01, the glass washing area, shared with KBA, includes:

- A dishwasher for laboratory glassware and racks, as well as KBA outpatient equipment (e.g., tourniquet tubes).
- An autoclave for sterilizing glass and liquids.
- A drying cabinet.

Use of dishwasher and autoclave:

Users can receive a brief introduction from the laboratory manager before operating the dishwasher and/or autoclave for the first time.

Dishwasher:

Users must bring their used laboratory equipment (glass/plastic/metal items) from the laboratory to the glass washing area, where Anne Marie washes and places them back in the glass cabinets.

Autoclave in the glass washing area:

1. Users are responsible for packing the materials to be autoclaved. Autoclaving supplies are available, including autoclave tape (with stripes that change color during autoclaving to indicate sterility),

autoclave bags (for small items such as pipette tips, tweezers, scissors, etc., requiring sterilization), cotton plugs, and aluminum foil.

2. The autoclave must be loaded according to the instructions displayed on its side.
3. It is IMPORTANT that empty glassware and liquids are NOT autoclaved together.
4. Start the autoclave following the instructions and remember that the materials will be hot when unloading.
5. Turn off the autoclave and close the door after use.

Autoclave (small) in the laboratory:

Checklist Before Starting:

- Ensure there is enough ion-exchanged water (green tap) to cover the line.
- If bottles are being autoclaved, their lids must not be tightly closed.
- The autoclave lid is correctly positioned and locked (the red locking handle points to "lock").
- The pressure gauge is set to 0.
- The valve is open but not loose.
- A suitable program is selected for autoclaving.
- The exhaust hood is correctly positioned and turned on above the autoclave.

Post-Cleaning Instructions:

- Remove autoclaved items from the autoclave.
- Drain the water (directly into the sink).
- Wipe the inside of the autoclave, the inside of the lid, and the insert with ethanol, and allow it to air dry openly on the table for the next user.

Goods receipt

Ordering and receiving goods for individual research groups is the responsibility of the respective groups. If goods are to be delivered to Building 80 instead of the group's own department, this must be arranged with the Logistics Department in Building 80. Be especially mindful to specify and notify if the delivery includes refrigerated or frozen items!

Storage and inventory space

Research groups requiring storage space may be allocated space with individual name labels in the storage room (Location 80.2.17), where all items must be marked with the owner's name. If additional storage space is needed, arrangements can be made within the CCTR area in the basement, Level -1. It is expected that all users adhere to the assigned storage areas and are encouraged to maintain appropriate and responsible use of the basement area.

On the use of patient bathing facilities

In connection with examination and testing rooms, there are separate changing rooms for women and men with shower facilities, reserved for test participants. Hospital towels are available for test participants and can be disposed of in the laundry bags located in the changing rooms.

On participation in CCTR Friday

CTF Fridays are held every other week for CTF users and other interested colleagues. These informal gatherings provide an opportunity for networking, knowledge sharing, and collaboration in a relaxed setting.

We encourage different research groups to present their work, offering insights that may inspire discussion and interdisciplinary feedback. CTF Fridays also serve as a social meeting point, where coffee and cake are provided, creating a welcoming environment for both professional exchange and community building. Suggestions for content and format are always welcome.

On the use of CCTR affiliation and graphic elements

An author's affiliation with CCTR must be stated as follows:

Dansk	Center for Translationel Forskning Bispebjerg og Frederiksberg Hospital
Internationalt	Copenhagen Center for Translational Research Copenhagen University Hospital - Bispebjerg and Frederiksberg

The affiliation may also be indicated using CCTR's graphic element on presentations, posters, etc.

CCTR must generally be listed as an affiliation on scientific publications, presentations, posters, etc., if:

- CCTR has contributed a necessary component to the publication through its research facilities and/or resources.
- CCTR has provided the author(s) with a platform that enabled their contribution to the published work.

It is the responsibility of the **group leader** to ensure that publications with CCTR as an affiliation are registered with this affiliation in PURE. Since the department that first registers the publication in PURE is granted editing rights, this must potentially be arranged through that department.

CCTR does not maintain a record of posters or other scientific presentations where CCTR is affiliated in the manner described above.

The Center for Translational Research (CCTR) at Bispebjerg and Frederiksberg Hospital has a website and an intranet page, dedicated to promoting CCTR's online presence and highlighting the scientific achievements of its members.

For inquiries or to share mentions of CCTR and its research accomplishments, please contact: CCTR-adm.bispebjerg-frederiksberg-hospitaler@regionh.dk

Finance

Expenses related to the use of CCTR rooms, laboratories, or testing facilities are covered by the research supervisor. This includes, for example, consumables, IT equipment, etc. (non-exhaustive list).

Termination

The agreement can be terminated by both parties with 3 months' notice, unless otherwise described in the user agreement. In the event of moving out, the user (research manager) must cover any costs associated with the use of the premises/facilities.

Users are not permitted to grant unauthorized persons access to CTF facilities or otherwise allow others to use their personal access credentials or user rights. Violation of this provision will result in the immediate suspension of the user's access. Repeated violations will result in termination of the user agreement without prior notice.

If members of the user group/research group do not respect or comply with the guidelines (assessed from time to time by CTF management), the right is reserved to terminate the user agreement or remove the person concerned from access to CTF. For the first violation, the research leader will be warned in writing, and for repeated violations, the termination can be affected with one day's notice.

If the user disagrees with the CTF management's decision and or assessment, the user can contact the department management at the Clinical Biochemistry Department at any time: kba.bispebjerg@regionh.dk. There is zero tolerance for breaches of good scientific practice.

Appendix 1: Guidelines for Cell/Stem Cell Laboratory

To ensure a safe and well-organized work environment in the laboratory, all users must adhere to the following rules:

Preparation and Cleaning

- Disinfect (70% ethanol) all surfaces, equipment, and LAF benches (Laminar Air Flow) before and after use.
- LAF benches must be left clear, disinfected, and with the safety glass completely closed.
- Keeping the workspace tidy is mandatory – it must be clean and ready for the next user!

Personal Protective Equipment (PPE)

- Wear gloves, cell laboratory coats, and laboratory shoes while in the laboratory.
- Cell laboratory coats must only be used within designated laboratory areas.

Handling of Materials

All materials, samples, and media must be properly labeled with:

- Name
- Department
- Date
- Unidentified items will be removed without notice!

Communication and Responsibility

- Always follow laboratory safety procedures and immediately report any accidents or spills to the responsible laboratory staff.
- Users who fail to comply with the rules may lose access to the laboratory.
- In case of contamination, laboratory users must immediately inform all other cell laboratory users and document the incident on the designated notice by the door.

Special Rules for the Stem Cell Laboratory

The stem cell laboratory has stricter requirements for sterile conditions and contamination prevention.

Working Conditions Under Sterile Conditions

- All work with stem cells and media must be performed in the LAF bench under strictly aseptic conditions.
- Avoid sudden movements and do not block the airflow in the LAF bench.

Personal Protective Equipment (PPE)

In addition to standard laboratory PPE, the following must be worn:

- Sterile gloves, which must be changed frequently.
- Stem cell laboratory coat and shoes.
- Coats used in the stem cell laboratory must not be worn outside the designated area.
- The UV cycle must be completed daily when the bench is not in use.

Access and Training

- Only trained and approved users have access to the stem cell laboratory.

Important:

The stem cell laboratory has strict requirements for cleanliness, documentation, and responsibility. Violations can lead to experimental failures and loss of laboratory access.

Appendix 2: Guidelines for Cold Storage Room

Labeling Requirements

Every item placed in the cold storage room must be clearly labeled with the following information:

- Name (responsible person)
- Date of storage
- Department

Storage Rules

- **Cardboard boxes are strictly prohibited inside the refrigerated room.**
- If items arrive in cardboard packaging, transfer their contents into a clean, sealed plastic container before storage.
- Use **airtight, plastic containers** to minimize contamination and moisture accumulation.
- Do not store **perishable or expired items** beyond their recommended shelf life.
- Items without proper labeling or expired goods will be **discarded** without notice.
- **For CTF users, please contact Louis before storing items – otherwise, they will be discarded without notice.**

Hygiene & Cleaning

- Wipe down stored items before placing them in the cold storage room to remove dust, dirt, or condensation.
- Spills or leaks must be cleaned up **immediately**.

Reporting Issues

- If **mold, leaks, or spoiled materials** are observed, they must be reported to CTF staff immediately.