



# BCL User Guidelines During the COVID-19 Crisis

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## Main points from HSE guidelines:

- Users must bring their PPE. (Only gloves will be provided by BCL. No lab coats, no goggles and no masks will be provided.)
- Users must wear disposable surgical face masks (these are not provided by BCL).
- Users must read and sign off on the new Lab Safety Plan.
- Users must sign in and out using the sheet available at the entrance of the lab (please bring your own pens).
- Users wishing to work in the lab are required to disinfect the workspace before and after use.

In addition, BCL has implemented the following HSE guidelines:

- Rooms have been marked with a maximum number of users allowed inside.
- There will be **ONE** user admitted per bay/instrument (marked as well); please adhere to markings and guidelines.
- To access the lab for bench use or for the instruments, users need a valid zone booking/Badger booking.
- A form for booking lab zones will be available at the desk in front of the lab door (please bring your own pens).
- Badger PCs were removed; please use the Badger application on your PC. Follow [this link for instructions](#).
- QR codes for bookings made on Badger will be deployed soon.
- Disinfectant wipes and hand sanitizers will be provided by BCL.

## Instructions per area

### Sanger and TGS:

- **One** member of staff will be on duty per day. Therefore, turnaround time (TAT) will be affected, especially when high volumes of samples are received.
- Samples should be dropped off in the small fridge in Room 2-2910, which is the first room on the right-hand side as you enter BCL via the main door on the Spine (fridge/freezer marked).
- For any enquiries, please contact: [SangerSequencingService@KAUST.EDU.SA](mailto:SangerSequencingService@KAUST.EDU.SA); [tgs@KAUST.EDU.SA](mailto:tgs@KAUST.EDU.SA)

### NGS:

- **One** member of staff will be working on RFS at any given time. Therefore, TAT will be affected, especially when high volumes of samples are received.
- Samples should be dropped off in the small fridge or freezer (according to sample requirements) in Room 2-2910.
- The bioanalyzer in Room 2910 is the only one available for use.



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- When starting a MiSeq run, please get TeamViewer information (TeamViewer is pre-installed on the MiSeqs) and monitor your run remotely. Remember to refresh/renew the TeamViewer password.
- For any enquiries, please contact: [NGSillumina@kaust.edu.sa](mailto:NGSillumina@kaust.edu.sa)

## FACS:

- Before booking any FACS instrument, please arrange a Zoom call with us to discuss the details of your experiment. We may record the call for future reference.
- FACS will work mostly through RFS.
- If you prefer to use the instrument by yourself, then you will first need to confirm room availability with us. Although multiple instruments are available in the room, only one user will be admitted at a time.
- For any enquiries, please contact: [facs@kaust.edu.sa](mailto:facs@kaust.edu.sa)

## 10x:

- Before booking 10x, please arrange a Zoom call with us to discuss the details of your experiment. We may record the call for future reference.
- If you want to use the instrument by yourself, please be aware that you will need first to confirm the availability of the room with us. Again, multiple instruments are available in the room but only a single user will be allowed at a time.
- For any enquiries, please contact: [NGSillumina@kaust.edu.sa](mailto:NGSillumina@kaust.edu.sa)

## Tissue culture:

- Please contact [proteomics.core@kaust.edu.sa](mailto:proteomics.core@kaust.edu.sa) to arrange tissue culture bookings.

## Proteomics:

- Samples must be dropped off in the users' fridge in Room 2-2710, which is the first room on the left-hand side as you enter BCL via the main door on the Spine (fridge/freezer marked as drop-off).
- If you are unsure about how to disinfect a piece of equipment, please ask a member of staff.
- Consultations and experiment design discussions will only be carried out via Zoom.
- Data analysis computers will need to be booked in advance (a link will be provided upon request).
- For any enquiries, please contact: [proteomics.core@kaust.edu.sa](mailto:proteomics.core@kaust.edu.sa)

