



2009 IMB Orientation

For newcomers

With contributions from:

Mr. W. Baggett, Mr. E. Kirkland, Mr. R. Wang, Ms. J. Dodge (EH&S), Dr. J. Hare, Dr. T. Logan, Dr. C. Mundoma, Dr. K. Maddox, and Dr. M. Zawrotny

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Overview

- Inform you about people and contacts
 - Issues related to Kasha Lab (KLB)
- Review general and wet lab practices
 - Remind you about correct procedures
- Introduce you to procedures for using
 - Common Labs
 - Core Facilities
- Supplement to FSU Safety Seminars
- Give you some computer tips

Emergency Contacts

Env. Health & Safety

Main: 4-6895

Lab Safety: 4-8916

Bio Safety: 4-5374

Rad Safety: 4-8802

Chem Safety: 4-7682

FSU

Emergency: 911

Urgency: 311

Police: 4-1234

Maintenance: 4-2424

Information: 4-4636

To reach a campus number simply dial 4- or 5- followed the last four digits. To reach an outside number dial 9- followed by the last seven digits.

Know the Location of Emergency Help

First Aid



Fire Extinguisher



EXIT



Lab Contacts



Emergency Help

In Every Lab




Drench Hose

In Hallway



Eye Wash & Shower



If a spill occurs . . .

- Inform EH & Safety Office
 - All spill over ½ liter or 1 pound of Haz material need to be reported to Safety Office (4-6895)
- If you can clean it do so
 - Without injuring yourself or others
 - Inform your PI and Soma
 - If you can't clean it, let EH & S handle it



If you get hurt . . .

- Depending upon the situation
 - Call 911 and seek assistance
 - Coworker should stay with injured
 - Once you are okay
 - Let your PI and Regina Ware know
 - Let Safety Office know
 - With-in 48 hour we need to fill some paper work

Emergency Help

In Hallway



**Fire Pull
Station**

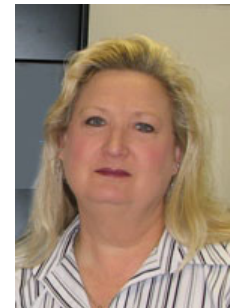
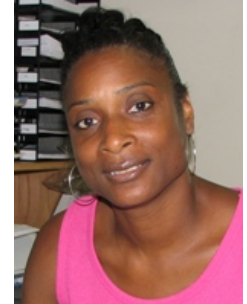
In Hallway



**Fire
Extinguisher**

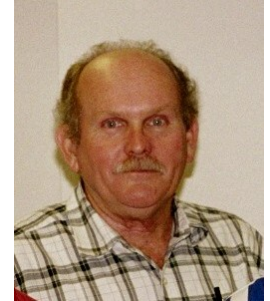
Helpful People: Fiscal

- Pay, Visa, and State Budget issues:
Carolyn Moore (KLB 116)
- Contracts and Grants issues:
Regina Ware (KLB 118)
- Research Foundation and Travel:
Patricia Brinkley (KLB 117)
- Appointments & Purchase Order:
Daphne Williams (KLB 115)
- If not listed you start with:
Carolyn Moore (KLB 116)



Helpful People: General

- Building & Common Lab issues:
Wade Baggett or Ed Kirkland
(KLB 121 & 123)
- Electronic, electrical and printer
issues: Rick Wang (KLB 119)
- Molecular Biophysics Program:
Kerry Maddox (KLB 106)
- Reception and Seminar Room
Reservation: Candice Grause





General Lab Etiquette

- ❑ No food or drink in the labs
- ❑ Wear proper attire and eye and foot ware
- ❑ Work under a fume hood
- ❑ Keep the cylinders strapped
- ❑ Use ice machine for samples only
- ❑ Inform others while working late



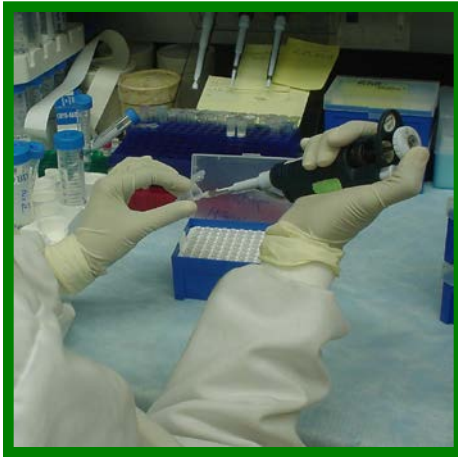
Wet Lab Etiquettes

□ Gloves Usage

- Select correct type: Nitrile, Latex, & Vinyl
- Disposable gloves are resistant
- But not impervious
- Use only inside the lab
- Discard before using common equipments
- Change often

Proper Gloves Usage

YES



NO



NO



NO



Sharps & Broken Glass Disposal

- Follow proper sharps disposal procedure
 - Use a designated unit
 - Or Use strong lined **marked box**
 - Replace when 75% full
 - Call EH & S to pick-up
- Follow proper broken glass disposal procedure
 - Use a designated unit
 - Or Strong lined **marked cardboard unit**
 - Replace when 75% full
 - Custodians will remove only broken-glass disposal

Disposal Units (Ideal)

EH & S Can Provide Some
Disposal Units

Sharps
Disposal Unit



Needles, Razors,
Syringes, etc.,

Glass Disposal
Unit



Bottles, Beakers,
Test Tubes, etc.,



Hazardous Waste Etiquette

- ❑ No hazardous chemicals in drain or sink
- ❑ No hazardous waste in trash
- ❑ Waste containers available from EH & S
- ❑ Label samples with Username, Date and Chemical Name
- ❑ Call EH & S for pick-up and replacement
- ❑ Pick-up requests can be done via the Web

Chemical Waste Containers

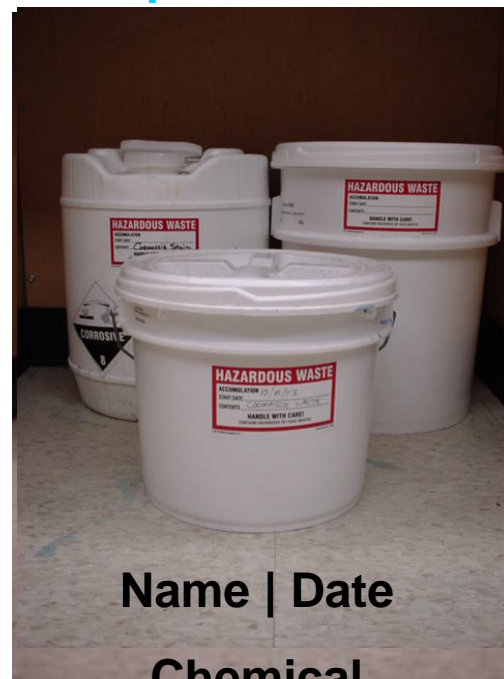
Liquid Waste Unit



Name | Date

Chemical

Waste Disposal Unit



Name | Date

Chemical

Biological Samples



- ❑ Bacterial waste >> Autoclavable waste
- ❑ Bacterial tips >> Autoclavable waste
- ❑ Autoclave when 75% full
- ❑ **Autoclaved** waste >> Regular trash
- ❑ Other waste >> Regular trash
- ❑ DO NOT mix in autoclave bag
- ❑ In doubt? Check w/ Dr. Hare or EH&S



Radioactive Samples

- ❑ Permission & Radiation Safety Training
- ❑ PEF and Li labs
- ❑ Separate and dedicated areas
- ❑ Proper storage, disposal, and log required

Radiation Safety

- ❑ Radiation safety training
- ❑ Personal radiation monitor
- ❑ X-Ray Facility in **KLB 410**





Shops and Labs

- ❑ Machine Shop
- ❑ Wood Shop
- ❑ Electronics Shop
- ❑ Common Labs



Machine & Wood Shops



KLB 121

- Wade Baggett
(4-1419)
- Machining of items
- Common repairs
- Building issues
- User training

KLB 123

- Ed Kirkland
(5-1338)
- Wood cabinets
- Book shelves
- Tables & desks
- Common repairs

Electronics Shop



KLB 119

- Rick Wang (5-3309)
- Solve minor electrical problems
- Do electronics troubleshooting
- Repair instruments
- Provide projector and printer help

Common Equipment Labs

KLB 211, 212, 511, & 512
Usage Requires Special Training

- Ice machines: W Baggett
- Ultra colds: Rick Wang
- Nano-pure: Rick Wang
- Sorvall speed vac: R Wang
- Autoclaves: Wade Baggett
- Centrifuges: Rick Wang
- Micro Fluidizer: W Baggett
- French Press: W Baggett

□ Web page: www.sb.fsu.edu/core/cel/cel.html

Core: Computer Resources (CRF)



KLB Basement & Common Areas

- Director: **Dr. Michael Zawrotny**
mzawrotny@fsu.edu
- Hardware and core software installation
- Computer connectivity and virus issues
- E-mail and IMB web site issues
- Data archiving consultation
- Web page: www.sb.fsu.edu/core/crf/crf.html

Computer Resources (CRF)



- User subscribable mail listings
 - imbpeople@lists.fsu.edu [Everyone]
 - pbfusers@lists.fsu.edu [PBF users]
 - pefusers@lists.fsu.edu [PEF users]
 - xrayusers@lists.fsu.edu [Xray users]

To subscribe: <https://lists.fsu.edu/mailman/listinfo/imbpeople>

To view archives: <https://lists.fsu.edu/pipermail/imbpeople>

Core: Physical Biochemistry Facility (PBF)



KLB 311-318 except 312

- Director: **Dr. Claudius Mundoma**
cmundoma@fsu.edu
- Webpage: www.sb.fsu.edu/core/pbf/pbf.html
- Multi-user Facility
- Facility training required
- Subscribe to “pbfusers” mail listing
- Nominal fee to use the Facility

Physical Biochemistry Facility (PBF)



- Equipment, expertise, and training
- Circular Dichroism (CD)
- Isothermal Titration Calorimetry (ITC)
- Stopped & Quenched Flow systems
- Dynamic Light Scattering (DLS)
- UV-Vis & Fluorescence spectrometers
- Analytical Ultracentrifuge (AUC)

Core: Protein Expression Facility (PEF)



KLB 312 A-G

- Director: Dr. Joan Hare
hare@sb.fsu.edu
- Web page: www.sb.fsu.edu/core/pef/pef.html
- Facility training required
- FSU Bio Safety training required
- Multi-user self-contained Facility
- Portions BSL2 Capable
- Subscribe to “pefusers” mail listing
- Nominal fee to use the Facility

Protein Expression Facility (PEF)



- ❑ Large scale production of proteins from mammalian and insect cells
- ❑ Equipment, space and expertise provided for protein expression
- ❑ Graduate student training
- ❑ Assistance for protein expression in *E. Coli*
 - Proper bacterial handling
- ❑ Bio-Safety issues

Core: X-Ray Facility (XRF)



KLB 410-413

- Director: Dr. T. “Soma” sundaram
tsomasundaram@fsu.edu
- Web page: www.sb.fsu.edu/~xray/
- Facility training required
- FSU Radiation Safety training required
- Multi-user Facility
- Subscribe to “xrfusers” mail listing
- Nominal fee to use the Facility

X-Ray Facility (XRF)



- ❑ Macromolecular x-ray diffraction
- ❑ Crystal set-up and documentation
- ❑ Data collection and processing
- ❑ 3-D stereo viewing and interpretation
- ❑ Crystal storage and transportation
- ❑ Synchrotron scheduling and remote data collection
- ❑ **IMB safety co-coordinator**
- ❑ **IMB web site and computer issues**

IMB web site and e-mail

- IMB web site maintained locally by staff
 - <http://www.sb.fsu.edu>
- Individual web pages
 - User is responsible for making and maintaining
 - Don't post inappropriate materials
- E-mail and lists maintained by FSU
 - Everyone should subscribe to “imbpeople”
<https://lists.fsu.edu/mailman/listinfo/imbpeople>

Computer Related

- ❑ Don't fill your home directory (**Don't exceed the quota**)
Linux: /home/user_name (150 MB | **200 MB**)
Windows: c:\Documents and Settings\user_name (30 MB)
- ❑ Request special directory for data
Linux: Varies & provided by PIs
Windows: d:\ or e:\
- ❑ Archive and remove old data using DVD or tape drives
- ❑ Only secure connections are allowed
- ❑ Consult <http://wiki.sb.fsu.edu> (ignore certificate warning)
- ❑ Use caution while bringing removable media inside IMB



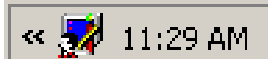
Computer Related

- ❑ Personal laptops need latest anti-virus software **before** usage (user should buy it!)
- ❑ **Don't connect** your laptop without getting permission from Michael Zawrotny
- ❑ **Don't assign** your own IP, M. Zawrotny will do
- ❑ Violators will lose the computer privileges
- ❑ Assigned IP is portable within IMB (DHCP)
- ❑ Printers are for business use only!

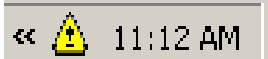
Computer: Profile Size Errors

- ❑ Reduce cache in IE & Firefox (~10 MB)
- ❑ Don't store files in Desktop Area
- ❑ Store files in D:\ or E:\ drives
- ❑ Remove or archive data often (3 months)
- ❑ Use “Safely Remove Hardware” **before** unplugging flash drives

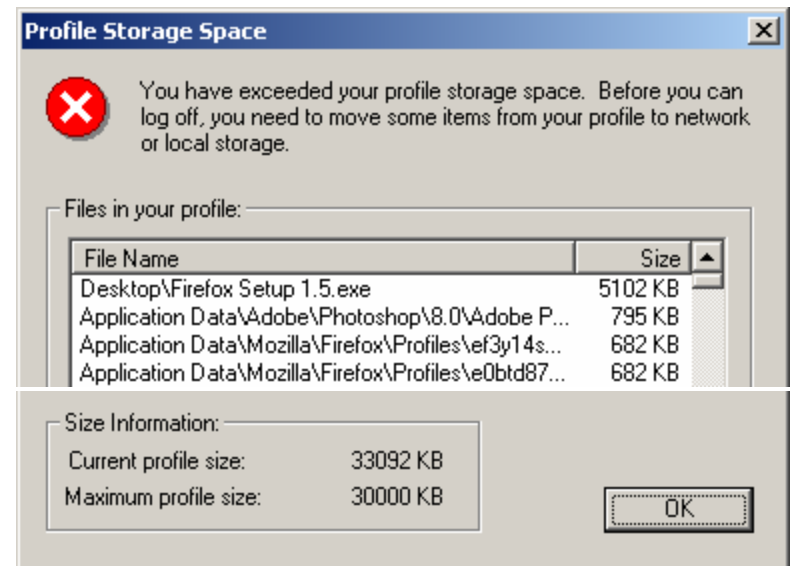
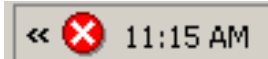
Good Profile Size



Almost filled Profile



Filled-up Profile Area



Printer Related

- ❑ Printers are for **official** use only!
- ❑ Default printer cheetah.sb.fsu.edu
4th Floor, **KLB 418**
- ❑ Another color network printer is
scalpel.sb.fsu.edu, KLB 317
- ❑ Poster printer is PosterPS
Basement, **KLB 005**
- ❑ Remove or discard your print-job!
- ❑ Don't attempt to fix printers!



HP CLJ 5550 PCL 6
0
Ready



PosterPS on KODIAK
0
Ready



Contact Info

Building Problems:

Wade Baggett: 4-1419 (KLB 121) or

Ed Kirkland: 5-1338 (KLB 123) or

Rick Wang: 5-3309 (KLB 119)

Bio/Chem Safety Issues:

T.Soma sundaram: 4-6448 (KLB 414)

Joan Hare: 4-1421 (KLB 304)

Computer Problems:

Michael Zawrotny: 4-0069 (KLB 415)

Richard Cosgrove: 4-6547 (KLB 416)

T. Soma sundaram: 4-6448 (KLB 414)



IMB Fiscal/Admin

- Purchase order
 - E-MarketPlace (VWR, GovConnection, etc)
 - Regular (Other vendors)
 - Add new vendors to OMNI
- Return receiving report to Daphne
- Report damaged goods immediately

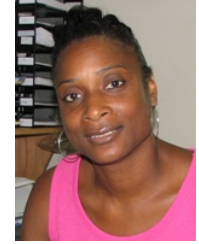


MOB/BioChem Students/Scholars

- MOB Coordinator
 - B. Kerry Maddox
 - bkmaddox@fsu.edu | 4-1012
- International Students/Scholars
 - MOB (Kerry) | Others (Carolyn Moore)
 - International Center (644-1702)

IMB Admin/Fiscal People

- **Carolyn Moore** (4-4917 | **KLB 117** | cpmoore@fsu.edu)
Keys, Pay, Visas (Non-Student), & Grants
State & Markey Budgets
- **Regina Ware** (4-4474 | **KLB 118** | rware@fsu.edu)
C&G Grants and Phone
- **Patricia Brinkley** (4-1209 | **KLB 114** | pbrinkley@fsu.edu)
RF Grants & Travel
- **Daphne Williams** (4-7754 | **KLB 115** | dmwilliams@fsu.edu)
Appointments and Purchase Orders
- **B. Kerry Maddox** (4-1012 | **KLB 106** | mob@sb.fsu.edu)
MOB & Visas (Student)
- **Candice Grause** (4-4764 | **KLB 101** | cgrause@fsu.edu)
Reception, Mail, Car Keys, & Seminar Room





Thanks

Feedbacks Welcome

Thanks for Attending

Updates @

www.sb.fsu.edu/~soma/Proj/Present/2009IMBOrientation.ppt