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Life Sciences Core Facilities
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Code of Conduct for Using Life Sciences Core Facilities

The Life Sciences Core Facilities support a collaborative and respectful environment. All users are expected to follow the code of conduct outlined below to ensure the safety, integrity, and efficiency of our operations.

1. General Behavior

- 1) Follow institutional policies and facilities standard operation procedures at all times.
- 2) Be respectful, considerate and professional to fellow users.
- 3) Address minor conflict directly and respectfully.
- 4) Escalate unresolved issues to the facility manager and your principal investigator (PI).

2. Safety

- 1) Complete all required safety and lab training before working in the facilities.
- 2) Wear appropriate personal protective equipment (PPE) as required: lab coat, gloves, face shield, UV protective face shield.
- 3) Do not touch computer key boards with gloves.
- 4) Do not touch door handles with gloves inside facilities and in the building hallways.
- 5) Report accidents, spills, unsafe conditions to facility staff immediately.
- 6) Follow biosafety, chemical safety and waste disposal protocols strictly. Dispose of waste as appropriate (Biohazard CL2, Biohazard CL1- to be autoclaved, chemical and general).
- 7) Follow decontamination protocols strictly.

3. Cleanliness and Tidiness

- 1) Clean and tidy work space after use. Do not leave any litter or spills behind.
- 2) Do not leave personal or individual lab items in shared area without permission.
- 3) Return shared tools and equipment, accessories to their designated places after use.
- 4) Clean up spills on equipment or workspace promptly and properly.

4. Use of Shared Equipment

- 1) Follow equipment booking rules strictly.
- 2) Book equipment before use as required.
- 3) Sign user logbook after the use of equipment.
- 4) Respect your booked time slot and do not overstay.
- 5) Report equipment malfunction and damage to facility staff immediately.
- 6) Notify others of equipment malfunction by placing an Out of Service sign at the site.

5. Storage, Sample Labelling and Management

- 1) Store samples and devices only in designated areas.
- 2) Clearly label all samples, reagents, and storage items with Lab name, and date as necessary.
- 3) Unlabeled items may be discarded without notice.
- 4) Periodically check and remove outdated or unnecessary samples.

6. Storage of Experimental Data on Equipment Operating Computers

- 1) Experimental data must be stored in a designated folder labeled with the Lab's name.
- 2) All data should be transferred to the user's lab computer within one month of experiment completion.
- 3) Users are responsible for promptly deleting any unwanted data.
- 4) Data older than one month may be deleted by the core facility without prior notice.

7. Data and Research Integrity

- 1) Do not tamper with or access others' experiments or data.
- 2) Respect confidentiality and intellectual property of others.

8. Consequences for Misconduct

- 1) Violations of the code may result in a formal warning.
- 2) Repeated or serious violations of code may result in suspension or revocation of facility access.