

MNCF BIO-WING USER AND SAFETY ORIENTATION

GET BIOMETRIC ACCESS FOR MNCF BIO-WING IDS 208

To become MNCF Bio-wing user one must get the biometric access to enter the facility

To get the biometric access to the facility please click the below link and follow the instructions. Please select “New Account” and fill in all the required details and submit. [Biometric access](#)

How to become an Internal User (IISc)

- Please register to the facility accounts using your IISc email ID. - [CeNSE, Indian Institute of Science, India - FOM - Welcome \(iisc.ac.in\)](#) after creating an account, enter the research title and account number (your supervisor's project debit head).
 - Please go through the user agreement form, [MNCF User Agreement-2024-25.pdf](#) , fill in the details and submit <http://mncf.cense.iisc.ac.in/get-access/>
 - Please clear two safety tests :
 - OLSEH safety test : <https://olseh.iisc.ac.in/>
- NOTE: Clear OLSEH General safety, Biological safety, Laser Safety, Gas and Cryogenic safety**
- MNCF safety test: <http://mncf.cense.iisc.ac.in/get-access/>
 - Once all the above steps are completed, email to mncf.cense@iisc.ac.in (copying your supervisor) so that your FOM account can be activated to use the characterization facility.

Dependent User

- Dependent access will be given to users who have applied through FOM.
- User is authorized to book slots during office hours only. Please contact FT 24hrs before booking the slot.
- Slots will be done by the respective Facility Technologist (FT).
- To request for cell lines:

Fill the cell line request form in MNCF website [Cell line request form](#) FOM slot will be booked by respective FT, date and time of collection for the cells will be informed by the FT.

- All INUP / external IISc users are dependent users.
- Independent access to the tool can be revoked if any unauthorized activity is observed on the tool.

Independent User

- To become an independent user please apply for the [Training](#) through MNCF website.
- Please refer to the Safety manual and training documents before appearing for the tool training sessions
- A confirmation email will be sent to all users who have applied for the training from respective bays.
- All users must undergo tool training, practice slots and drive-in test to obtain Independent (Anytime) access
- Training Charges will apply for the training.
- Independent (Any time access) is provided only if performance is satisfactory during the drive test.
- Slot transfer is not allowed unless approved by FT.

Independent User

- After getting the Biometric and FOM access, please apply for respective tools access (*not tool training*) by logging into your FOM account, please follow the below steps for the same.
- FOM login
- Select the desired tool/instrument
- Please read the Facility Agreement before proceeding and then click *I have read the policy and agree with its content*.
- Select the *Internal* option from the drop down menu and enter your message in the comment box and click *Apply*
- After successful completion of the application the tool owner will be intimated about your request and you will receive the acknowledgement.

How to become an External User (Academic, Industry)

- Kindly register your details on [CeNSE National Facility User's Portal](#) .
- After the registration, please follow the below steps:
 1. Log in as a user (User ID and Password will be sent to your Email ID [Kindly check Inbox/ Spam folder]).
 2. Propose a research project by clicking on "Submit Project" (left side menu) and click on "Academic/ Startup Industry/ Industry/ National Lab/ CeNSE Industry Affiliate Programme" in 'Source of Funding'. Fill in necessary details and 'Submit' the project request.
 3. After submitting the project request, Download the MNCF Service Request Form (for Characterization) from the 'Recommended Forms to fill' section and fill it.
 4. Use the message section. Compose the Message, upload the MNCF form and submit.
- Our Technical members will review your proposal and form and get back to you with the feasibility and an estimate.

- The main room SF208 serves as the entry and buffer zone.
- Entry into each small room (Cell Culture or Confocal) is controlled and limited to trained personnel only.
- No eating, drinking, or munching in the MNCF Bio-wing premises. No food is allowed to be stored inside the MNCF Bio-wing.
- Minimize traffic between rooms to prevent contamination
- Gloves need to be worn anytime you are handling something in the lab
- Always use cryo rated gloves, face-shield, and apron when handling cryo liquids.



CELL CULTURE ACCESS



1. Lab Coat
2. Shoe cover



3. Hair Net
4. Face mask



DO NOT ENTER WHEN UV INDICATOR IS ON



CELL CULTURE WASTE DISPOSAL

WASTE DISPOSAL:

- After completion of the work: Dispose Paper waste, Plastic waste, Aluminium foil and sharp waste (Red bin) in designated labelled biohazard containers
- Use Red hard walled containers for broken sharps, needles and glass.
- All liquid waste from cell cultures must be disposed of in designated, clearly labelled waste bottles



DECONTAMINATION OF WASTE

Biohazard waste from cell culture facility goes into designated biohazard bins and decontaminated.



DECONTAMINATION



CONFOCAL ACCESS

- Gloves required
- Face mask optional but recommended if handling live samples.
- Wear laser safety goggles when the lasers are turned on.



- Avoid bringing in contaminants.
- Avoid bringing open cultures or live biohazard materials unless approved by tool owner.

CONFOCAL WASTE DISPOSAL

WASTE DISPOSAL:

- After completion of the work: Dispose Paper waste, Used Gloves and sharp waste (Red bin) in designated labelled biohazard containers.
- The disposed waste will be picked up by OLSEH.



SAFETY INSTRUCTIONS DURING EMERGENCY SITUATION

A first aid kit is located in the MNCF Bio -Wing and is available for use in case of minor injuries.



Emergency response in case of an incident

- Report spills, contamination, or exposure incidents immediately to supervisors.
- Follow spill clean-up protocols specific to biological or chemical materials.



- **How to identify CO₂ gas leak?**

Hissing noise from valves or tubes, sudden drop in cylinder pressure may indicate a leak or breathlessness in personnel due to CO₂ displacing oxygen.

- Alert safety personnel do not re-enter until declared safe.
- Use ABC powder extinguisher only in case of fire, not for gas leaks.
- Use the CO₂ extinguisher only for electrical or small flammable liquid fires never for suppressing a gas leak.
- Please inform BMS at 115 immediately in case of any emergency
- Call someone if you cannot get BMS. (Phone numbers available in the bay near the phone)
- Know emergency evacuation protocols thoroughly
- Evacuate through the same entry door (exit) and wait near the Safe Assembly Areas.

- In case of a CO₂ gas leak in the cell culture lab, evacuate immediately, ventilate the room.
- If possible close the main cylinder valve which is connected to CO₂ incubators.

Emergency evacuation during Fire Alarms

When emergency fire alarms ring, follow the exit sign and evacuate through the exit door (entry door).

Release the emergency door and exit the door

Wait near the Assembly area.



In Case of Fire: Response Protocol

In case of fire, immediately press the nearest fire alarm button to alert all personnel. Evacuate the area following the emergency exit route and report to the designated assembly point.



- **Read SOP document of all the tools**
- **Discover groups in Outlook email and request to join**
- **Sample details must be entered in the FOM while booking slots**
- **Any new material/chemical should be checked with the respective tool owner with MSDS before using them at MNCF**
- **Any new Gas cylinders required for measurements must be checked with the tool owners before taking them inside MNCF**
- **Do not leave your samples & desiccators at MNCF after your experiments.**
- **Keep the workspace clean**
- **Watching movies, making video calls, playing games , chatting during the slots are not allowed.**

- All users **MUST** log in through Biometric access prior to entering.
- **NO TAILGATING** (You cannot allow another user to enter along with you.
After the door closes, he or she will have to log in separately through his or her Biometric access)
- **Do NOT** take guests / others along with you.
- Violation **WILL** result in permanent suspension of access to the facility.
- Enter only if **SLOT IS RESERVED.**

THANK YOU

**MNCF
BIO-WING**