

Registration of a new user for using the Virus Room – Emerson Building

Date: _____

Full name _____ Lab Of _____ Faculty/Institute/Company: _____

Phone: _____, Cell Phone: _____, Email: _____

Please read the center policy and sign to accept all terms:

General:

1. The user must pass training with Yousef Mansour **before** working at Emerson's virus room.
2. The user must be approved by the safety unit (Dr. **Esti Messer**) and be familiar with **working in virus room instructions**.
3. The user must work according to the procedures listed at the center's internet site, under "**Virus Room**".
4. **At the end of the session, the user must turn off all equipment not in use, leave a clean working environment: wipe the hood, equipment, surfaces and floor with 70% Ethanol or 0.5% Sodium Hypochlorite using a dedicated damp cloth, throw all the decontaminated disposables and Bio-Hazard materials into suitable Bio-Hazard bags, and discard them into the biological waste collection region.**
5. Any problem should be referred to Yousef Mansour.

Reservation and registration:

6. Reservations should be done only through the LS&E Center's website by user name and password. Username and password are personal and should not be transferred to any other user, even in the same lab!!!.
7. At the end of work, the actual working hours should be updated only in the computerized "kiosk" system at the FACS unit or by sending an email to [Yousef Mansour \(Yousefm@technion.ac.il\)](mailto:Yousefm@technion.ac.il).
8. The cancellation of working hours should be done at least one day in advance through the website, phone, or e-mail. Otherwise, there will be a charge for the hours according to the reservation.
9. The use of the virus room in Emerson building, under the LS&E is subject to payment of 1000 NIS per year, and 195 NIS per hour. There is a minimum charge of one hour per session.

Safety instructions:

10. Only authorized users can work at Emerson's virus room. Users of the virus room must stick to the safety guidelines and work according to the **safety instructions they received by the Safety Unit**.
11. **User who did not work at the room for half year must go over the safety instructions.**
12. The authorized user will receive a code for entering the virus room. The code is personal and should not be transferred to any other user.
13. Users working with Lenti virus can work alone, while users working with RNA or plasma samples originate from SARS-CoV-2 patients must work in couples according to the safety instructions.
14. **Any user who works after the working hours should have a "shadow" person.** It is the responsibility of the user to arrange a "shadow" person. This "shadow" person should be informed of the user entering the room and leaving the room. The "shadow" person can be only one of the lab-groups members that are familiar with the virus room safety instructions.
15. **When entering the virus room at non-common hours, it is the user's responsibility to write his name on the board at the entrance of the virus room, and erase it when going out.**

I confirm that I received a training manual on the device. Signature of user: _____

Billing budget number is (Mosad only): _____.

Name of the Budget Owner/Head of Lab: _____ Signature: _____

****** There will be no possibility to start working at the virus room before submitting this form signed by the authorized signatory/head of the laboratory!!! ******