



RESTORE

Resources for Expanding Stem
cell-derived Tissues and Organs for
Regenerative Engineering

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1. User Eligibility & Access

- Only **approved and trained users** may operate equipment.
- Users must complete:
 - Required project-specific safety training, which may include:
 - UC Lab Safety Fundamentals
 - Hazardous Waste Management
 - Biosafety
 - Fire safety
 - Bloodborne Pathogens
 - See [EH&S webpage](#) for further details
 - Instrument-specific training, which will be signed off by RESTORE staff per instrument
 - iLab registration under an approved PI account
- Upon completion of the steps above, access will be granted to the facility
 - A keycard access request will be made at the completion of instrument specific training.
 - Use of equipment and entrance into facilities by unauthorized individuals **is prohibited**.

2. Scheduling

All instrument time must be reserved through iLab. The individual who reserves instrument time in iLab must be the person operating the equipment. Reserving time on behalf of another user is not permitted. Each user must complete their own training and maintain their own reservations.

- Users must:
 - Start and stop sessions accurately to the time of the reservation to ensure no overlap with other users.
 - Reservations must be made at least 24 hours in advance and Cancellations as soon as possible.
 - Record your time in and time out in the equipment-specific log notebook at the time of use.
 - Consistent no-show or frequent cancelations may lead to a revision of user's access.
- High-demand equipment may be reserved in a maximum of 3-hour time slots. Exceptions must be approved by RESTORE staff.
- There are no standing reservations unless explicitly approved by the lab manger (Marisa Bickel; marisabickel@ucmerced.edu).



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3. Training Requirements

- **Training is mandatory** before independent use of **any** instrument.
- Users must demonstrate competency before independent use to gain “trained” status. This can be accomplished by reserving an “assisted use” instrument session in iLab and demonstrating proper equipment startup, usage, and shutdown procedures.
- Permissions in iLab will be assigned to trained users who will then be able to reserve self-use time on instruments.
- Retraining may be required if:
 - Equipment procedures change
 - Misuse occurs
 - A user has not used the instrument for an extended period.

4. Safety Policies

- Follow all UC Merced Environmental Health & Safety (EH&S) regulations.
- Report all accidents, spills, or unsafe conditions immediately to Marisa Bickel (marisabickel@ucmerced.edu) or Jose Zamora Alvarado (jzamora@ucmerced.edu).
- Minimal PPE to perform work in the facility includes lab coat and gloves. Users must bring their own lab coats and wear them at all times during equipment usage. Any additional sample-dependent requirements, as specified in a user’s Biological Use Authorization (BUA), must be followed in all RESTORE spaces.
- Food and beverages are **not permitted** in the RESTORE Core Facility. This includes water bottles, coffee, and gum.
- Hazardous Sample Considerations
 - All samples must be properly contained and labeled.
 - Hazardous, infectious, or regulated materials must be disclosed and require prior approval from RESTORE staff to bring into the facility, possibly including the sharing of documentation and protocols with facility staff, upon request.
 - Users must provide SDS and hazardous information, when applicable.

5. Equipment Use Guidelines

- Inspect equipment before and after use.
- Use only approved consumables and settings.
- Do not modify equipment, software, or settings without staff approval.
- Report malfunctions immediately (do not attempt any repairs).
- For emergency contact:
 - Marisa Bickel (marisabickel@ucmerced.edu)
 - Jose Zamora Alvarado (jzamora@ucmerced.edu)



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6. Data Management

- Users are responsible for:
 - Backing up their own data
 - Removing data from local systems promptly
- RESTORE is not responsible for any data loss.
- RESTORE will remove user data on the last Friday of every month.
 - Reminder emails will be sent out one week prior to data removal.
- Follow all university standard data security and compliance requirements.

7. Cleanliness & Shared Space Etiquette

- Leave work areas clean and ready for the next user.
 - Follow instrument-specific cleanup protocols.
- Dispose of waste properly.
- Label and remove samples promptly.
- Shared supplies should be used responsibly.
 - Users should contact Marisa Bickel (marisabickel@ucmerced.edu) if shared supplies are running low to ensure prompt replacement.
 - Improper/misuse of supplies may result in direct notification to PI/department.
 - If replacement is needed, supplies may be asked to be covered by the PI/department.

9. Air Tank Replacement

- Air/gas tank replacement must be coordinated through the Lab Manager (Marisa Bickel) or Project Scientist (Jose Zamora Alvarado) only.
- Users must not disconnect, replace, or transport tanks.
- Notify the Lab Manager (Marisa Bickel) or Project Scientist (Jose Zamora Alvarado) when a tank is low or empty.

11. Policy Violations

Failure to follow policies or any misuse of instruments may result in:

1. Written notification to the individual and discussion about the violation
2. Notification of PI or department
3. Required retraining
4. Suspension of instrument access