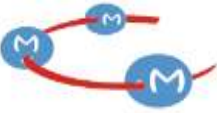


U1065		Inserm <small>Institut national de la santé et de la recherche médicale</small>
	The charter	
REFERENCE: CHARTE/qPCR STEPONEPLUS	for the use of StepOnePlus	SB EQ8 REFERENT qPCR STEPONE4 22/10/2018

1- Booking:

1-1 Users of **modules 1 and 2** book their runs on **StepOne 1 and 2** and **those** of modules 3 and 4 book their runs on **StepOne 3 and 4** via the C3M intranet and **indicate their initials, team number and the number of runs**

1-2 A maximum of **2 runs per person per day** are allowed, except in exceptional cases (article in revision)

1-3 **RESPECT** the reservation slots or notify the next users in case of delay

2- Preparation and transport of qPCR plates:

2-1 Wear a **lab coat** and **gloves**

2-2 Use a clean bench and plate holder

2-3 Close the boxes of plates and stock films tightly and keep them dust-free

2-4 **Do not write anything on the plates or films**

2-5 **Wear gloves** even when carrying the plate to the StepOne

3- During the run

3-1 Do not start any antivirus scan or internet connection

3-2 Do not open any software or document

3-3 Do not analyze any run or export any result

4- Recovery of the plate and data at the end of the run :

4-1 loaded the run on the C3M server only (USB keys are forbidden)

4-2 Wear gloves when removing the plate from the StepOne block

4-3 Close the block access drawer completely after removing the plate

4-4 Pick-up your plate and **throw it in a yellow garbage (DASRI) in your lab**

4-5 Keep the plate holders dust-free

5- In case of problem with a StepOne machine or a booking:

Notify the qPCR referent of your team who will resolve the problem and will notify the other referents of the center as well as the head of the genomics department if necessary.