



[IMEC Access document](#)

IMEC Use Guidelines.

Version 1. 12/06/2023.

This guide outlines the steps and requirements for individuals seeking access to the IMEC Laboratory. The aim is to ensure a safe, secure, and compliant environment within our lab space.

Access:

1. The IMEC Lab is restricted to **authorized personnel only**.
2. **Access request:** To gain access to IMEC and use equipment in the labs, the user's supervisor must contact the Director of the Core, Kris Silver, and request access. This request should include a description of the needs of the individual (s) requesting access as well as a list of the personnel that need it. The request should clearly state the equipment that will be used and the duration of use. The request will be assessed by the Director of the Core and details of the required training sent to the user. Upon completion of the training, training records should be sent to the Director of the Core. It is also the responsibility of the user's supervisor to ensure that the individual seeking access has a legitimate need and understanding of lab protocols. The procedure is the same in case there is a need for access renewal.
3. **Approval:** The Director of the Core will approve the request based on the requirements met and confirmation will be sent to the user.
4. **Access cancellation:** Access to IMEC may be cancelled after use duration or due to non-compliance with the specified lab safety requirements.
5. **Visitors:** For visitors to gain access to IMEC, they will be escorted and given a safety orientation by the Director of the core and designated individuals.
6. **Key and key card Access:** Before users receive keys to access IMEC, they must first complete the general required safety training and those specific to the IBC of their projects as well as training on the equipment (s) they will use.
7. **After-Hours Access:** Authorized access during after-hours is permitted following completion of required safety and equipment training.

Safety:

1. Users of the core facility must wear appropriate clothing and personal protective equipment to enter the laboratory. This includes close-toed shoes, lab coats, and eye coverings (prescription glasses count).
2. All personnel accessing the IMEC lab must undergo safety training and their records updated yearly in the biosafety manual. This training includes proper equipment usage, safety handling of hazardous materials and responding to accidents or spills.

Required safety training:

All users and supervisors:

BSL-1 protocols: Basic Introduction to Biosafety Course

Dual Use Research of Concern (DURC) Course

Responsible Conduct of Research

Export Compliance

For BSL-2 protocols:

Initial Biosafety Training Course

Arthropod Containment Lab access:

ACL-1 and/or ACL-2 training for work involving arthropod containment activities.

Individual training requirements:

Individualized equipment training

Training required by the relevant Institutional Biosafety Protocol

Documentation and Records:

1. Users of the core facility are responsible for maintaining a safe environment. They are also responsible for communication and documentation involving any lab incidents, access logs or sign in sheets, equipment usage and training completion.
2. Safety training courses are updated yearly and required updates or refresher courses will be communicated by the Director of the Core. Users of the core facility must ensure compliance by having updated training records in the IMEC training folder.
3. At the conclusion of each calendar year, IMEC personnel will contact users to collect data about facility use and productivity to demonstrate the impact of the facility on research and teaching efforts within the department and the university. Requests for information will include publications, grants, teaching activities, etc. that have been supported by IMEC resources and personnel.
4. When IMEC has been used to generate data for publications, we also ask that the authors include an acknowledgement of the use of core equipment. The recommended statement is as follows:

“We thank the Integrated Molecular Entomology Core laboratory in Kansas State University’s Department of Entomology for use of their equipment and expert support.”

Emergency access procedures:

1. During lab emergency situations, the Director of the Core should be contacted.
Alternatively, there is a research assistant, the College Safety Representative and finally the K- State Police Dispatch.

This revised document aims to clarify access procedures, safety requirements, and emergency protocols within the IMEC Laboratory, ensuring a comprehensive understanding for all personnel seeking access.