**Code of conduct biobank facility**

**Undersigned** First name, Name

Declare that they understand that the badge allowing entrance to the Biobank facility is strictly personal and cannot be passed on to others, nor will they use other people’s badges, to obtain entry to the Biobank facility.

Declare that they will not take unauthorized persons into the Biobank facility.

Declare that they will fill out the entry logbook (available at the entrance) upon each entry to and departure from the Biobank facility.

Declare that they will only use the storage units appointed to and/or material belonging to their research group.

Declare that they will remove any packaging material and/or trash originating from their activities from the Biobank facility and dispose of it appropriately in the logistical corridor.

Understand that they are responsible for ensuring and verifying correct closure of the facility door(s) after departure.

Will report any non-conformity/incident/accident (e.g. freezer alarm, doors left open, issues with infrastructure,..) immediately to the Biobank team ([wbb@uzleuven.be](mailto:wbb@uzleuven.be); in acute cases contact 016/346193).

Declare that they understand that the automated mass storage systems (Brooks LabStore -20°C and BioStore -80°C) can only be operated by trained staff, after explicit authorization.

Understand the sensitive nature of the data they might encounter in the Biobank facility and will therefore never disclose confidential information from users and/or donors to colleagues or third parties.

Requesting access to a walk-in freezer?

Yes: Declare that they have read: ‘BB-TEC006-PR:Instructions for working in a walk-in freezer’ and will follow the user instructions described in this document.

No

Requesting access to liquid nitrogen storage facility?

Yes: Declare that they have read: ‘ACB-AL032-PR: Kwaliteit en veiligheid UZ/KU Leuven Cryotheek’ and will follow the user instructions described in this document.

No

Understand that in case the rules above are not followed properly, entrance to the Biobank facility shall be withdrawn by the head of the Biobank.

Place Place

Date Signature date

Signature