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|  |  |  | **BB-GEN011-AN03**  |  | **V02** |

**Code of Conduct Biobank Facility**

**Undersigned** First name, Name

Declares that he/she understands that the badge allowing entrance to the Biobank facility is strictly personal and cannot be passed on to others, nor will he/she use other people’s badges, to obtain entry to the Biobank facility.

Declares that he/she will not take unauthorized persons into the Biobank facility.

Declares that he/she will fill out the entry logbook upon each entry to and departure from the Biobank facility.

Declares that he/she will only use the storage units appointed to and/or material belonging to his/her research group.

Declares that he/she will remove any packaging material and/or trash originating from his/her activities from the Biobank facility and dispose of it appropriately in the logistical corridor.

Understands that he/she is 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; in acute cases contact 016/346193).

Declares that he/she understands that the automated mass storage systems (Brooks LabStore -20°C and BioStore -80°C) can only be operated by trained staff, after explicit authorization.

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

Understands that in case the rules above are not followed properly, entrance to the Biobank facility shall be withdrawn by the head of the Biobank.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