

## The Golden Rules of the (-20°C) Enzyme Club (EC)

The following rules are not meant as a harassment, but should ensure high quality over many years of the (expensive!) enzymes shared by the Club members (enzyme users).

1. Anyone using these enzymes for the first time has to be given a **short introduction** by the person, responsible for the enzymes (current enzyme superuser: Susanne).
2. **No original enzyme tube will ever leave the cold room.**
3. The enzymes are alphabetically ordered in each box in the -20°C freezer of the cold room with the **aliquots in use** on the extreme left and right columns.
4. Columns in the center contain corresponding spare aliquots.
5. Transfer the desired enzyme tube from the -20°C freezer (close door!) to the yellow **EC-rack** on the bench (still **WITHIN the cold room!**). **Do not touch the bottom of the enzyme tube** with your fingers (37°C heat shock). If droplets of liquid are visible at the inside of the cap, close again and briefly spin them down. **Do not touch the inside rim and cap.**
6. When pipetting enzymes, **ALWAYS use a fresh filter-tip for each pipetting!!!** If an accident happens, immediately inform the enzyme superuser and warn the other EC members.
7. Two sterile filter-tip boxes are provided in the cold room. Organize a replacement, if you empty the first box.
8. **Take as little enzyme as necessary** from the original tube (pipetting 0.5 to 0.8 µl will work). Pipettes (2.5 µl and 20 µl) for EC purposes are provided for your convenience. Ask for how to use them. The general unit definition for restriction enzymes is:  
**1 U cuts 1 µg lambda DNA in 1 hour to completion**  
(at the optimal temperature and in the specified buffer).
9. For routine applications (e.g. **screenings**), consider that **some enzymes are amazingly expensive.**
10. For the more **commonly used** enzymes, a **spare tube** is available. If the tube in use (extreme left or right columns) is emptied, replace it by the spare tube from the corresponding center column after **briefly spinning** down its contents.
11. **Whenever emptying** an enzyme tube, **immediately inform the enzyme superuser.** Also do so, if you anticipate using larger quantities of a specific enzyme in the near future.
12. **New enzymes will be ordered once a week.**

Thanks for complying with these rules and happy enzyming ☺