

Lab Jobs

Revised 9/4/12

(1) Jobs that everyone is responsible for

- Cleaning dishes and putting away dried glassware (washed with Sparkleen, rinsed with tap water, and then finally rinsed well with deionized water. Remove any tape from glassware)
- Backing up your data/analysis to the lab external hard drives
- Ordering – place items on the week's order sheet when we are running low. Include company/catalog #/description/amount needed and your name. Orders from companies that use MDS will be placed by Danielle. Orders for other companies will be placed by Pam using the lab credit card. Orders are placed every Monday so plan accordingly!
- Unpacking/putting away orders – put the packing slip in the orders folder and tell the relevant person where the items are.

(2) Jobs on a weekly rotation

- Refill empty pipette tips boxes and Pasteur pipette containers.
- Fill serological pipettes at each TC hood and restock TC cabinet as needed.
- Dispose of full pipette boxes (tape shut and mark with 'Trash'). Prepare a new box with garbage bag liner.
- Refill the 50% bleach bottle as needed, using bleach and tap water. Refill the 70% EtOH bottles, make more in carboy if needed using EtOH and RGW.
- Check and fill the MilliQ water jugs in 2002/2023 if needed. Remember to use the MilliQ machine in ECB 2048.
- Check paper towel dispensers (2002/2023) and Kimwipes near the hood and fill if needed.
- Check hood liquid waste. Bleach before disposing.
- Autoclave items for general tissue culture as needed
- Autoclave biohazard waste and dispose of it as needed

(3) Chemical Safety Officer – Mary

- Deal with chemical waste disposal, keep MSDS up to date (and backed up)
- Maintain eye washes by running water through them once per week

(4) Ordering – Danielle

- Place orders from weekly order sheet on MDS each Monday (Fisher, VWR, Corp Express, general MDS). Give Pam the list of items to order from other companies and a list of the amount of money spent on each MDS order.
- When new items come in, the packing slips should be put in the orders folder. Send Pam a list of what orders arrived once a week.
- Compare packing slips to the lab inventory list and add any new catalog items to it. For new items, have Chemical Safety Officer get the MSDS sheet and put in the computer folder. (Be sure to regularly back up these files)

(5) Water baths (2002/2023) – Olivia and Sarah

Clean once a month with Sparkleen, rinse well and wipe down with 70% EtOH.
Refill with RGW and a few drops of algacide.

(6) Incubators – Danielle and Molly

- Check temperature and CO2 calibration monthly, clean humidity pan with Sparkleen and change to fresh RGW, wipe down shelves
- Autoclave shelves and surfaces every 6 months, change HEPA
- When first CO2 tank is getting low, order replacement from MDS. As soon as the gas guard switches to tank 2 change out empty tank for new one and return the empty cylinder to loading dock (we pay a rental fee, so please don't keep empty tanks)

(7) Laminar flow hood - Molly

- Clean every 6 months. One is following certification (usually October) and the other in spring

Take out all removable parts, clean entire interior (including ceiling and glass sash) with water to remove any media buildup and then clean with 70% EtOH.

Avoid the UV bulb as spotting will decrease its effectiveness (if it is spotted, clean gently with a saturated wipe).

Then clean all removable parts with water and 70% EtOH & put back together.

Check all tubing and replace it if needed, bleach BOTH vacuum flasks.

Turn hood back on and run the blower and UV light for 30 minutes before using the hood.

- The hood needs to be certified annually (Biosafety will call us)
May need to replace UV bulb depending on results
Be sure to do one of the bi-annual cleanings after this work is done

(8) Accuri – Dawn

- Weekly – change sheath fluid, run a cleaning cycle, and check bead validation
- Change pump tubing and filters every two months
- Train people as needed

(9) LiCor – Mary

- Train people as needed.

(10) Turner luminescent plate reader – Dawn

- Train people as needed.

(11) pH meter - Kevin

- Change electrode storage buffer and pH standard every month
- Change electrode reference solution every 6 months

(12) Pipettes – Yao

- Arrange for annual calibration (March)

(13) Webpage - Pam

- Update every month with new information for general lab
- On webpage, update meeting schedule and lab duties sheet

(14) Liquid Nitrogen – Yao

- Checking the indicator once a week
- When low (at or above ~3 bars) - fill it from the big duer. (some people fill it more often)
- When the duer is empty (~every 3 weeks) order a new one through MDS (part number from AirGas is: NI 180LT22C162)

(15) Cell Bank – All

- Keep up to date on record of cells we have
- Keep up to date the list of media for each cell type

(16) Tissue Culture Czar – Dawn

- Train all new lab members about sterile technique

Annual clean-up jobs (August)

- -20 freezers: Defrost and wipe down, dispose of old/expired items
- Refrigerator/cold room: wipe clean and dispose of old solutions
- Update protocols
- General cleanup/organization

Aliquoting/solution prep (on a rotating basis)

- Shared stocks of heat inactivated FBS, trypsin, L-glutamine, pen-strep, and sterile PBS