

### **1. Primer database**

- Whenever you order new primers, update primer database (“E: inventory/primer.fp7” in the Lab Document folder).
- Place the primer information sheet in the “Primers” folder.

### **2. Plasmid database**

- Whenever you clone a new plasmid, update the plasmid database (“E: inventory/plasmid.fp7” in the Lab Document folder)
- Keep the bacteria stocks in -80C freezer (bacteria stock box, rack A)

### **3. Chemical database**

- Whenever you order a new chemical, update the chemical inventory database (“E: inventory/chemical.xls” in the Lab Document folder)
- Make sure that you include the information of “storage” for easy location of the chemicals