

Lab responsibility checklist:**1. Wash beakers, cylinders, glass bottles, lids, spatulas, and glass pipets except synthesis stuff**

- Wash any beakers, cylinders, glass bottles, lids, bottle caps, spatulas, and glass pipets sitting in sinks in rooms 7-194 and the cell culture room. If detergent is needed, use 1% Alconox.
- If using the dishwasher, use 'medium cycle' for glassware and spatulas; 'plastics cycle' for plastics.
- Dry glassware and spatulas on racks above sinks.
- Move dried spatulas to the drawer underneath the balance (bench 40). Glassware to bench 41.

**2. Refill tips**

- Collect empty tip boxes from 7-194, 7-196, 7-198, and 7-209.
- Fill tips: 1000uL, 1-200uL, and 1-10uL.
- Put a small piece of autoclave tape on each box and autoclave (see #3.)
- If the lab is running out of tips, re-order on Quartzly (search 'tip' under the 'order requests' tab.)

3. Autoclave tips, glass bottles, micro-centrifuge tubes, and glass pipettes (DO NOT AUTOCLAVE GRADUAL CYLINDERS)

- Put lids onto washed, dried glass bottles (see #1.) Cover lids with aluminum foil. Loosen the cap.
- Put micro-centrifuge tubes into plastic buckets and cover with foil.
- Put glass Pasteur pipettes (bench 41 shelf) in to a big glass beaker and cover with foil.
- Put a SMALL piece (~a quarter inch long) of autoclave tape on each foil cover.
- Put everything on a stainless steel pan and autoclave with the 'gravity 60' program.
- When done, put sterile tips boxes and micro-centrifuge tubes to bench 44; glass pipettes to cell culture room; glassware to bench 41.
- If the lab is running out of micro-centrifuge tubes or glass Pasteur pipettes, re-order on Quartzly.

4. Refill Milli-Q water

- Refill two carboys from the 7-194 lab (Milli-Q is in 7-214 on the left mounted to the wall.)

5. Autoclave water for the cell culture room

- Add MilliQ to two 2L bottles and a 4L flask to ¾ full (see lab website for pictures).
- Cap the bottles loosely. Cover bottles and the flask with foil. Place a piece of autoclave tape on the foil.
- Put everything on a stainless steel pan and autoclave using the 'liquid 60' program.

6. Cell culture room

- Pour water from the water bath to the drain, add fresh autoclaved water (see #5) to the water bath.
- Take the vacuum flask out of the hood, add bleach and mix well, incubate for 30 min and pour into the drain. Add bleach to the flask (~half inch high) and put the flask back to the hood.
- Check the water pan in the incubator. If dried, add autoclaved water to the pan (do not use Na Azide.)
- Check CO₂ tank, place an order if low (you can tell by looking at the right meter on the regulator.)



7. Autoclave biohazard waste

- Collect biohazard bags from cell culture room, 7-194 and 7-209; use twist ties to close bags
- Put waste bags on stainless steel pans and autoclave using the Gravity 60 program.
- After done, throw the bags into the gray bin in the autoclave room.



8. Dealing with dirty glass pipettes/sharps

- All sharp containers have to be taken care of when $\frac{3}{4}$ full.
- Collect pink boxes containing used glass pipettes/sharps from 7-194 and 7-209; tape the box sealed.
- Throw the containers into the gray bin so building custodians can take care of them.
- Replace with new sharp containers.

9. Check eye washers in 7-194 (two of them) and the cell culture room (one eye washer)

- Run water for 5min every week and 15 min every month to prevent bacteria growth.
- Record what you did (5 or 15mins) with your initials on the paper by each eye washer.

