Lab Duties

Weekly duties:

Dishwashing and autoclaving glassware:
1. Dirty glassware can be found in a plastic tub near the autoclave and dishwasher.
2. Load dirty glassware (and dirty spatulas/stirbars) in the dishwasher.
3. Once the dishwasher is full, close the door and push the start button.
4. Once cycle is complete - prepare all the test tubes and the baffled culture flasks to be autoclaved.
5. Autoclave and put away.

Refill tip boxes:
1. Refill empty tip boxes with tip replacements (found under 30degree incubator).
2. Add autoclave tape to each box and autoclave
3. Place autoclaved tip boxes on the full tip box shelf

Refill tube containers:
1. Refill the empty containers with 1.5 mL, 2.0 mL, or 1.5 Low Bind microcentrifuge tubes.
2. Cover with aluminum foil and autoclave

Taking out Hazardous Waste:
1. If the pipette waste is full add to the medical waste box if there is room. If there is no room add to the newly prepared box. DO NOT OVERFLOW.
2. Seal up and prepare a new box.
3. Call for pickup

Monthly Duties:

Washing Velvets:
1. Take dirty velvets to Hochwagen lab (8th floor Brown building) - find washing machine
2. Follow posted instructions for using washing machine - DO NOT ADD DETERGENT OR LYSOL
3. Complete washing and drying cycles
4. Wrap up to 5 dried velvets in foil and autoclave

Washing Beads:
1. Soak used beads in lysol for 10 minutes
2. Rinse with DI water
3. Dry
4. Add to test tubes and autoclave

Washing Sticks:
1. Soak in lysol for 10 minutes
2. Rinse with DI water
3. Dry
4. Add to test tubes and autoclave

Replenish Antibiotic stocks:
1. Assess frozen antibiotic stocks - if any seem low, remake stocks and freeze.

Replenish common plate stocks:
1. Assess common plate stocks - list of plates to be made found on white board above the microwave
2. If any plates have less than 2 sleeves make 1 liter of that plate media
3. Pour plates
4. Erase plate type from whiteboard.