Rotating Lab Responsibilities

1. Biohazard and liquid waste (every Tuesday and as needed)
- Properly package up 'red bag' biohazard waste and take down to loading dock on Tuesday
- As needed, take full bottles of liquid hazardous waste down to loading dock on Tuesday
- As needed replace full 'red bag' biohazard waste container or full bottles of liquid waste and store full containers until Tuesday

2. Maintain/autocalve tips and tubes (as needed – ensure that stocks are full at the end of the month)
- Ensure that stocks of tips and microcentrifuge tubes are kept at a reasonable level
- As needed, autoclave boxes of tips (dry cycle) and microcentrifuge tubes (dry cycle)
- Discard/recycle excess tip boxes as necessary

3. Refill gel buffers (as needed – ensure that you refill everything at the end of the month)
- Replenish 1X stocks of buffers including running buffers, stains and destains
- As needed, remake concentrated (10X, 20X or 100X) stocks
- Check and refill, as needed, buffers in fumehood for pouring gels (running, stacking buffer and SDS)

4. Put away dishes (every day or two)
- Put all dishes on drying racks away in the appropriate places
- Tidy up area around drying rack and wipe down bench near sink
- Gently remind anyone who has left dirty dishes in/near the sink that they need to clean them

5. Check on levels of consumables/supplies (at least once per week – be sure to double check at the beginning and end of each month)
- Check on our stock of consumables (see list)
- Order (write in order book) and items that are getting low

6. Clean and care for common equipment (as noted below)
- Calibrate pH meter, note the date and your name in the log book (weekly)
- Change water, 70% Ethanol and 20% Ethanol (50 mL tube on right side of system) and log date/time/your name for cleaning in the log book (weekly)
- Wipe down the inside of the floor model centrifuge with damp (water) paper towel (weekly)
- Clean (water then 70% ethanol) the metal inserts/adapters for the table-top centrifuge (once/month)