LAB DUTIES

Maria
Plasmid DNA and complete map archives
Pipettman and pipettor management: repairs, calibration, rotation
Tissue culture hoods: inspections and repairs
Lab orders (see link at the end):
Office supplies, special quotes
Gloves
Order tubes: 50 ml, 15 ml, 2 ml, 1.5 ml, 0.5 ml, PCR tubes, RNase + DNase free 1.5 ml tubes
Paper towels, Kimwipes
Charged slides, blades and microtome supplies
Ethanols
Al foil, cling wrap

Lena
Oversee M629 tissue culture and training of new users
Cell bank inventory
CO₂ tank orders and replacements
Order and replace HEPA filters in the incubators
Order media, gentamicin, and FBS
NIH Prl stock orders
Clean water bath in M629 monthly
Order and stock tissue culture supplies - plasticware, cryotubes, serological pipettes, filtration units, filter tips (see link at the end)
Order ultra-low attachment tissue culture plates

Kevin
Aliquot serum and glutamine
Organize Flow Cytometry time
Ultracentrifuge: training, maintenance, and repairs
Order viral supplies
Organization of antibody stocks
Calibrate and condition Nanodrop

Sarah
Controlled substances logs and ordering
All IBC paperwork including annual reviews

Deanna
All IACUC paperwork (including amendments, annual reviews, etc)
Training and adherence to animal protocol

Tuan
Website maintenance
Computer maintenance and software updates, update Flojo licenses
Unfiltered tips: order tips and maintain schedule
Tissue culture hood (M635): cleanliness, maintenance

Se-Jin
qPCR machine: training, maintenance, and repairs
Order and aliquot AA
Immunostaining hood (M630): cleanliness, maintenance
BL2 virus hood (M633): training for all new virus users, upkeep
Euthanasia hood (M635): cleanliness, maintenance
Order and stock vet supplies (Rimadyl, isoflurane, Baytril, eye drops, surgical glue)
Supplies for animal work in M635 (see link at the end)

Daisy
Order, fill, and autoclave Pasteur pipets
Maintain lab meeting schedule
Maintain printers

Amulya
Standing orders for Balb/c mice
pH meters: calibration buffer supplies, maintenance, and repairs
Chemical hood (M638): cleanliness, maintenance
Maintain weigh stations in M635 and M638
Olympus fluorescent and light microscopes, Zeiss phase/fluorescent microscope,
Leica microscope: training, maintenance, and repairs
Help Maria with inventory

Aaron
Order liquid nitrogen tanks
Recycling
Fill cell tanks with liquid nitrogen (M629 and M635)
Order FACS tubes and 5ml Polystyrene tubes
Maintain Milli-Q water system

Mike
Chemical waste removal
Stock autoclavable biohazard bags
Obtain glass disposal boxes and bags
Order and aliquot Trypsin-EDTA
Maintain water bath in M635, M638
Cytospin: training, maintenance, and repairs

Swarnima
Order and aliquot EGF and insulin

Google Sheet Inventory Link: See 3 tabs for Maria+ Amulya, Elena and Se Jin respectively
https://docs.google.com/spreadsheets/d/1jAcP8u42RaHlal1gf1nvzHH_U9V_ippzSFLSyowgVU4/edit?usp=sharing