LAB DUTIES

Shirley
Lab orders (see link at the end):
Office supplies, special quotes
Gloves, pipettes
Order tubes: 50 ml, 15 ml, 2 ml, 1.5 ml, 0.5 ml, PCR tubes, RNase + DNase free 1.5 ml tubes
Pipettman and pipettor management: repairs, calibration
Unfiltered tips: order tips and maintain schedule
Paper towels, Kimwipes, Al foil, cling wrap
Charged slides, blades and microtome supplies
Ethanol, Methanol
Order, fill, and autoclave Pasteur pipets

Lena
Tissue culture hoods: inspections and repairs
Oversee M629 and M635a tissue culture rooms and training of new users
Cell bank inventory
CO₂ tank orders and replacements
Order and replace HEPA filters in the incubators
Order and aliquot Trypsin-EDTA
Order media, gentamicin, and FBS
Maintain water in tissue culture incubators
NIH Prl stock order
Clean water bath in M629
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

Na
Aliquot serum and glutamine
Organize Flow Cytometry time
Ultracentrifuge: training, maintenance, and repairs
Order viral supplies
Calibrate and condition Nanodrop
Olympus fluorescent and light microscopes, Zeiss phase/fluorescent microscope,
Leica microscope: training, maintenance, and repair

Mahnaz
All IACUC paperwork (including amendments, annual reviews, etc)
Training and adherence to animal protocol
Controlled substances logs and ordering
All IBC paperwork including annual reviews

Toyosi
Maintain weigh station in M638
pH meters: calibration buffer supplies, maintenance, and repairs
Maintain lab meeting schedule
Order and aliquot EGF and insulin
Standing orders for Balb/c mice
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)
Cytospin: training, maintenance, and repairs

Order liquid nitrogen tanks
Recycling
Fill cell tanks with liquid nitrogen (M629 and M635)
Maintain Milli-Q water system

Chemical hoods (M638, M635, M630): cleanliness, maintenance
Chemical waste removal
Stock autoclavable biohazard bags
Obtain glass disposal boxes and bags, red box needle containers
Quartzy inventory for antibodies, restriction enzymes
Maintain water bath in M635, M638, M630
Maintain weigh station in M635

Website maintenance
Computer maintenance and software updates, update Flojo licenses
Maintain printers

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