

UCMOLab Individual Laboratory Responsibilities

Job Classification	Job Descriptions (ranked in priority order)	Lucky Ones (in responsibility-chain order)
MOLab social activities	Lab job monitors/harassers	Will, Misha
	Food Services: order foods, drinks; party planning, etc	Fang, Hao, Na, Deyao
	audio-video-photograph producers	Hao, Qing, Deyao
Animal work related	Maintain/check knockout and/or transgenic mouse strains	Will, Fang, Hao, Na, Deyao
	genotyping and report results to Linda	Fang, Hao, Na, Qing, Deyao, Linjuan
	check/update ketamine/controlled substance usage log sheets	Will, Fang, Hao, Na, Dayao
	Xenogen imaging/microCT scanning/data analysis	Fang, Qing, Linjuan, Hao
Cell culture related	Aliquot antibodies and update MOLab Antibody Lists	Fang, Hao, Na,
	Book-keep/update MOLab Cell Line lists in LN2 tanks	Feng, Hao, Na
	Monitor LN2 levels/add LN2 to all tanks (alert TC to order LN2 backup)	Fang, Hao, Na
	Aliquot FBS, Pen/Strep, L-Gln, NEAA, Na-Pyr, etc.	Fang, Hao, Na
	prepare homemade Trypsin/EDTA & Pen/Strep	Fang, Hao, Na
	Prepared homemade 1x DMEM	Fang, Hao, Qing, Linjuan
	Autoclave Pasteur pipettes (9" unplugged) for cell culture	Hao, Deyao, Qing, Xia
	Prepare/aliquot cell freezing medium	TC, Fang, Hao, Qing
	Package and Autoclave cell freezing vials	Fang, Hao, Na, Qing
	Monitor CO ₂ incubators/change CO ₂ /CO ₂ logs/CO ₂ backups	Fang, Hao, Xia
	Refill cell culture supplies (plates, flasks, pipet tips, papertowels etc)	Linjuan, Na
	Prepare/refill 10% Bleach for cell culture hood use	linjuan, Na
	Prepare/aliquot PEI transfection reagents & common plasmids	Fang, Hao, Na, TC
Cleaning services	Dish cleaning/wshing	Hao, Qing, Na, Deyao, Xia, Linjuan
	Autoclave cleaned glassware	Linjuan, Hao, Qing, Deyao
	Clean/change water baths 1-2 times/month	Deyao, Na, Qing
	Clean/organize Darkroom (J-616)	Deyao, Qing, Linjuan
	Clean/Organize J-613 conference room/kitchen/frige	Linjuan, Na, Xia
	Clean Western blotting, gel running & enzyme benches in J-611	Linjuan, Deyao, Qing, Xia

UCMOLab Individual Laboratory Responsibilities

	Remove ice/week & Vacuum -80°C freezer filters/month	Hao, Deyao, Qing
	Refill paper towels, gloves, 70% ethanol & Windex in J-611, J-616, J-620	Linjuan, Na
	Vacuum ceiling filters	Xia, Qing, Kai
	Clean cell culture room floor at least once a week	Xia, Deyao, Hao, Qing, Kai
	Drop/pick up Lab coats from E301 (Ortho copy room)	Xia, Qing, Deyao, Kai
Cloning and qPCR related	Enzyme Managers @-40C	Fang, Hao, Na, TC
	Prepare 1Kb DNA Ladder	Fang, Hao, Na, TC
	LB plates (LB/Amp, LB/Kan, LB/Spn etc plates), LB medium	Hao, Na, Deyao, Qing, Kai
	prepare/aliquot electro-competent DH10B, BJ/AdEasy, & DB3.1 cells	Fang, Hao, Na, Deyao
	prep/aliquot PCR reagents (dNTPs, 10xBuffer, DMSO and 1kb+ aliquots)	Fang, Hao, Na, TC
	Prepare MOLab Magic Columns for gel purification	Fang, Hao, Na, Deyao, Qing, Linjuan, Kai
	prep/aliquot lab stocks: 6xGSB, Amp/Kan/Strept/Tet/Spectinomycin stocks	TC, Fang, Hao, Na, Deyao, Qing
General stocks	Oversee MOLab important stocks @ Sanyo -80C freezer	Fang, Hao, TC
	Aliquot/check SYBR Green qPCR 2x stocks	Fang, Hao, TC
	25xTAE and 1xTAE preparations	Hao, Deyao, Qing, Linjuan, Na
	BD-I and BD-III preparations	Fang, Hao, Deyao, Qing
	Prep/aliquot glycogen stocks	Fang, Hao, Na
	Aliquot PCR-grade ddH2O	Fang, Hao, Na, Deyao, Qing, Linjuan, Kai
	Prepare/autoclave 1x PBS	Hao, Deyao, Qing, Linjuan, Kai
	Dry-ice order alert	Fang, Hao, Na, Qing
	Pick up reagents from Fisher GCIS Storeroom or KCBD, etc.	Fang, Hao, Deyao, Qing, Na
	Receive and put away lab deliveries (except oligos)	Fang, Hao, Deyao, Qing
	Receive and put away lab oligo orders	Fang, Hao, Na, Deyao
Histology related	Teach/Perform tissue processing/embeddign/H & E & special staining	Misha, Fang, Hao, Xia
	check supplies for tissue processing, stainings, slides and coverslips	Hao, Yongtao, Misha, Xia
	Clean J-337 histology processor/sectioning/staining areas	Hao, Misha, Xia, Deyao, Qing
	Check/empty vacuum traps in the cell culture room	Hao, Deyao, Qing, Xia

UCMOLab Individual Laboratory Responsibilities

Safety and waste disposal related	Dispose biohazard waste to red bin (for pickup, call 2-6296)	Will, Misha, Fang, Deyao
	fill weekly log sheet of eye-washer check in J-611 and J-620	Will
	check/dispose sharps disposal containers	Will
	call Safety Office for pre-packaged sharps and chemical waste pick-ups	Will
MISC.	10x PCR buffer, 2x AdV storage buffer, AdV List, Plasmid Lists, etc.	TC

UCMOLab Individual Laboratory Responsibilities

any issues, contact Don and/or his lab tech Ryan Brown

any issues, contact Don and/or his lab tech Ryan Brown