

Updated Jan 2017

**MILLIQ WATER SYSTEM** (Kristen)

Instruct new users, ensure cartridge is changed every 6 months, keep PO up to date

**SPECTROPHOTOMETER** (Madeli)

Change bulbs as needed, test bulbs occasionally, teach new users

**BALANCES AND PH METER** (Lital)

Calibrate balances yearly via PO to Mettler, buy electrodes and calibration solution when expired, remind people to clean up, instruct users, keep area clean

**SPEED VAC** (Stefan)

Change oil every 4 months, change trap monthly, teach new users, update instructions

**CENTRIFUGES, MICROFUGES** (Dani)

Change brushes on microfuges, get rotors tested, call Beckman as needed for high-speeds and ultra, order O-rings and other parts

**DARKROOM** (including X-ray and digital camera) (Madeli)

Make sure it is clean by reminding people to clean up or by organizing Maria or other lab helper to clean up,

order fixer/developer, order film, instruct digital camera users, keep track of light and UV boxes, calibrate Stratalinker, update instructions on developing, keep track of cassettes and screens

**ENZYMES** (Patrice)

Order, maintain back up

**ISOTOPE** (users)

Make list for waste and scintillation vials, order isotope, ensure that lab personnel attend 2 lectures per year, Madeli does swipes every month

**WATERBATHS** (Lital)

Request Maria to clean, repair as necessary

**FREEZERS** (Patrice)

Repair as necessary, organize re-arrangements of space as necessary, defrosting, ensure that condensor coils are cleaned monthly by Maria

**SENSAPHONE** (Sean)

Check the numbers

**REFRIGERATORS, COLD ROOM SPACE** (Kristen)

Repair as necessary, organize re-arrangements of space as necessary, supervise clean up, ensure that condensor coils are cleaned monthly by Maria. Please write date of vacuuming on side of unit.

**INCUBATORS** *Chlamy* and *E. coli* (Stefan)

Repair as necessary, keep parts - thermostats, bulbs, starters and one compressor -- on hand, condensor coils on the NBS illuminated ones are cleaned by Maria but she needs to be told, write date of vacuuming on side of incubator

**CULTURE ROOM** (Kristen)

Monitor temperature, exchange filters, make sure people clean up

**BIOREACTORS** (Dani)

Train users, maintain parts, keep sign up sheet

**ARABIDOPSIS GROWTH CHAMBERS** (Patrice)

Maintain, repair as necessary, for space in green house teach new users

**LAMINAR FLOW HOODS** (Lital)

Maintain clean, arrange for repairs, change filters as needed

**ELECTROPHORESIS APPARATUS** (Lital)

Fix when leads and electrodes are broken, repair as necessary, order consumables

**MICROSCOPES AND REFRACTOMETER** (Kristen)

Repair as necessary and instruct new users

**COMPUTERS** (Sean)

Repair as necessary, update as necessary, install software, help users, ensure that it is backed up regularly

**PRINTERS** (Sean)

make sure that paper supply is maintained and toner cartridge is maintained

**PCR MACHINES** (Daniela)

Repair as needed and train new people, ensure availability of tubes

**FLUORCAM and GTS** (Stefan)

Maintain, instruct users

**TOC** (Stefan)

Maintain, instruct new users

**ICP-MS** (Stefan)

Maintain standards, manuals, call for repair, train other users

**SAFETY OFFICER** (Madelì)

Make sure the lab complies with UCLA safety rules and regulations; interact with department safety officer during inspections

**LAB MANUAL** (Sabeeha)

Update as needed

**ANTIBODIES** (Madeli)

Maintain organized stocks in freezer, ensure that all new antibodies are entered in book, train new lab members on how to raise antibodies and analyze them, send out antibodies on request

**GENE, MUTANT and PRIMER LISTS** (Patrice)

Inventory useful reagents

**OTHER MISCELLANEOUS TRAINING**

For equipment not listed above and for introducing new personnel to the daily running of our lab, **Dani** will help new users (e.g. location of chemicals / glassware, swipe records, use of autoclave, scintillation counter, strain transfer)

**MISCELLANEOUS SUPPLIES** (everyone should keep an eye on these things)

Nitrocellulose, Membranes, Gel drying paper, Whatman paper, Disposable tips, pipets, tubes, chemicals, sterile supplies, RNase free supplies and chemicals, waste (All users!) Please write on board when items are low, and take the initiative to order stuff when you have time.

**INTRODUCTION TO LAB** (Dani, Sean)

Give tour of lab space and department (ice, liquid N<sub>2</sub>, receiving, etc.) to show where everything is.

Before any equipment is used, the new user must be trained by the person responsible for that equipment (including balances, spectrophotometer, milliQ, electrophoresis apparatus, incubators, etc., even if they are considered basic lab instruments and even if the new person is an experienced researcher). User will learn where supplies for instrument are kept, where manual is and proper procedure. This will ensure that the equipment is maintained and not broken by misuse, plus it satisfies the safety requirement for training.