**Musser Lab Chores**

**Revised 2011/9/26**

**Lab Stocks**

1) Maintain the supply of competent cells:

 JM109, BL21 and others as required. Record the transformation efficiency

2) Solutions:

Antibiotics (Kanamycin, Ampicillin, Carbenicillin, Tetracycline and Chloramphenicol)

IPTG

Protease Inhibitors (PI)

PMSF

Pepstatin A

DNA electrophoresis solutions:

 TBE (5% and 0.5%)

 Ethidium Bromide (EtBr) solution

3) Clean the chemical preparation station.

4) Keep both 4°C refrigerators organized. Throw out unused bacterial plates (into the biohazard bag).

5) Regenerate NiNTA resin when the used bottle is full or the content in regenerated bottle is low.

**Make Media Solutions and Plates**

1) Clean the bacterial workstation.

2) LB media stocks and plates:

* A variety of LB media stocks should be maintained in the following volumes and stored with the sterile tips: 50 mL, 100 mL, 500 ml and 1000 ml when asked for
* 10 mL stocks of LB and should be stored at 4°C.
* 10 mL stock LB for Debby from the individual ingredients
* Standard plates include LB alone, LB+Kan, LB+Tet, LB+Carb, and LB+Cm. Occasionally, LB plates with arabinose, IPTG, and mixed antibiotics.

**Ordering and Receiving**

1) Order chemicals and supplies. Always better to ask for quote with Sales Rep (they can give a significant discount). Things can also be ordered through the Bio/Bio stockroom - it saves a shipping charge, and they can get a discounted price. The following link can be used to make an order request: <http://stockroom.tamu.edu/>

2) Pick up necessary items from Bio/Bio stockroom.

3) Check-in incoming packages and keep manufacturer instructions (discard old ones); add to inventory if a new item. Sign and date the packing slip and return to Rebecca Hogard (she has a box in the 4th floor office). Date the new items with received and opened dates.

4) Keep Lab Procedures and Manufacturer's Instructions notebooks in good repair.

5) Update the lists of chemical inventories and the restriction enzymes.

6) Store and keep records of any new plasmids received from elsewhere.

**ddH2O and Autoclave**

1) Fill up the GDW (glass distilled water) H2O carboys and clean these carboys with bleach every two months or as required. Black mold grows in the cap.

2) Fill up the spray bottles (GDW H2O, 70% EtOH, 95% EtOH, Acetone, Methanol).

3) Autoclave tips, bottles, microcentrifuge tubes and 100 mL GDW bottles.

4) Autoclave Bio-hazard bags from main lab and tissue culture room when full. Discard in the dumpster behind the building.

**Solutions for Electrophoresis and Western Blotting**

1) Make protein electrophoresis stock solutions:

 Tris-Glycine running buffer

 Blotting buffer for Western blots (with and without SDS)

 Acrylamide

 APS

 Running Gel buffer

 Stacking Gel buffer

 SDS Gel-loading buffer

 Coomassie Stain, Destain and Rinse solutions

2) Clean electrophoresis room and change the bench diapers.

3) Deice the top of the -80°C freezer (~every month, possibly more frequently). Defrost as required.

4) Clean the hoods.

**Miscellaneous**

1) Check eyewashes in room #448 and #456 and keep a log every Monday.

2) Defrost the -20°C freezer (as necessary).

3) Clean the shelf near the floor centrifuge.

4) Broken glass, sharp waste and big bottles (methanol bottles) disposal.

5) Put the hazardous waste disposal tag on the container with Ethidium Bromide waste. Mail the lower half of the tag to the safety office once the container is full, they will come and pick it up (lower half can be given to Office staff, they can mail for us)

6) Fill the nitrogen storage dewar (Debby does this)

7) Change the Drierite (anhydrous calcium sulphate) as required. It should be changed when the color changes from purple/blue to pink.

8) Label Bacterial stock boxes A, B and C. Once the box C is full, take it to Raquel Sitcheran lab for storage in their -80°C freezer.

# Washing Dishes

1) Wash dishes as required. Dry in cart and put back in the cabinet.

2) Flasks and bottles should be disinfected by those who use them, and then left in the sink near the cart. Sink with eyewash should be used to clean the containers. Never leave any container with bacterial waste in the sink near the cart where we dry the dishes.