

# LAB RESPONSIBILITIES – FALL 2019 (effective 8-27-2019)

## **Ordering - Liz Jannaman**

Ordering will be performed once a week. It is the responsibility of each lab member to ensure that reagents and supplies that they are using are put on the "to be Ordered" list in plenty of time to ensure that we do not run out of an item. Please provide all pertinent details of what needs to be ordered including catalogue number (these are often located on the container) and amount. Large items will be checked with PJH before ordering.

## **Putting Away Shipments - Liz Jannaman**

Anytime an order comes in that needs to be frozen or refrigerated, anyone receiving it should take the responsibility to do so immediately. Other items will be put away by Liz. Check the packing slip to ensure that everything shipped is there, sign and date it, and put it on Liz's desk.

## **Gas Receipts - Liz Jannaman - process these.**

## **Dishwashing - Liz Jannaman and Dishwasher**

The dishwasher and other OPS help are under Liz's supervision - see Liz you would like something done for you. Liz will see to it that a schedule for the dishwashers will be posted in the lab. If OPS labor is not sufficient to get all the dishwashing done, everyone in the lab is expected to help get the dishes cleaned. Liz will establish a schedule for doing this.

## **Microscopes - Liz Jannaman**

Maintain microscopes and associated equipment (cameras, extra lens, etc.) in good working order.

## **Pipettors - Surawich Jeensuk**

Ensure that pipettors are calibrated, broken pipettes are fixed and will inform PJH if we need additional pipettes.

## **pH Meter - Eliab Estrada**

Maintain the pH probe (keep always filled with electrode filling solution) and ensure that a beaker of clean pH 4.0 solution be present for storing the pH probe (with hole open) and that the supply of pH standards and pH adjustment solutions is adequate and fresh.

## **IVF Lab - Liz Jannaman**

Responsibility for the organization and supervision of the IVF laboratory.

## **IVF Records - Liz Jannaman**

Collect data from each person doing IVF, record data in an Excel spreadsheet that is posted at V:\hansenlab\Hansen Lab IVF\embryodata\_08-25-11 (The date indicates the last date the file was updated) and present a printed summary at the weekly lab meeting. Data for the previous week should be written in the IVF data log by each IVF person prior to or during lab meetings.

## **Tissue Collection & Disposal - Laboratory**

The people doing IVF during the week will have the responsibility for 1) processing of reproductive tracts for storage in the minus 20 walkin freezer and 2) removal of ovaries before the end of Friday of each week. Remember - no paper, plastic, etc., allowed in tissues to be processed through the offal room.

## **Liquid Nitrogen Tanks -Froylan Sosa**

Keep the tanks filled, be responsible for organization of the tanks and schedule periodic cleaning.

## **Incubators - Surawich Jeensuk**

Check the temperatures and oxygen calibrations of the incubators once a week.

## **CO<sub>2</sub> and N<sub>2</sub> -Yao Xiao and Thiago Amaral**

Monitor and change CO<sub>2</sub> and N<sub>2</sub> tanks when needed.

## **Animal Supplies - Eliab Estrada** Oversee the environmental physiology room and our stocks of animal supplies.

## **Water - Thiago (and OPS help)**

Keep the double-distilled water carboy in the lab filled (this water comes from Joel Yelich's lab in Bldg 459).