

UCMOLab Individual Laboratory Responsibilities

Job Classification	Job Descriptions (ranked in priority order)	Lucky Ones (in responsibility-chain order)
Animal work related	Maintain/check knockout and/or transgenic mouse strains	Yixiao, Wenping, Xian, Ling
	genotyping and report results to Linda	Bo-H, Zongyue, Wenping, Zhenyu, Ling, Xian
	check/update ketamine/controlled substance usage log sheets	Yixiao, Daigui, Ling, Xian
	Xenogen imaging/microCT scanning/data analysis	Yixiao, Zhenyu, Daiguo
Cell culture related	Aliquot antibodies and update MOLab Antibody Lists	Linghuan, Yixiao, Xi, Daigui
	Book-keep/update MOLab Cell Line lists in LN2 tanks	Linghuan, Yixiao, Xi, Daigui
	Monitor LN2 levels/add LN2 to all tanks (alert TC to order LN2 backup)	Linghuan, Yixiao, Xi, Daigui
	Aliquot FBS, Pen/Strep, L-Gln, NEAA, Na-Pyr, etc.	Bo-H, Yixiao, Daigui, Xi, Ling
	prepare homemade Trypsin/EDTA & Pen/Strep	Bo-H, Yixiao, Daigui, Xi, Ling
	Prepared homemade 1x DMEM	Bo-H, Yixiao, Bo-Z, Daigui, Zongyue, Zhenyu
	Autoclave Pasteur pipettes (9" unplugged) for cell culture	Bo-Z, Wenping, Zhenyu, Daigui, Lijuan, Yan
	Monitor CO ₂ incubators/change CO ₂ /CO ₂ logs/CO ₂ backups	Yixiao, Bo-H, Daigui, Ling
	Refill cell culture supplies (plates, flasks, pipet tips, papertowels etc)	Bo-Z, Shifeng, Lijuan
	Prepare/refill 10% Bleach for cell culture hood use	Bo-Z, Shifeng, Lijuan
Prepare/aliquot PEI transfection reagents & common plasmids	Yixiao, Linghuan, Xi, Xian	
Cleaning services	Dish cleaning/wshing	Bo-L, Bo-Z, Daigui, Zhenyu, Yan, Ling, Lijuan
	Autoclave cleaned glassware	Bo-H, Yixiao, Bo-Z, Daigui, Ling, Lijuan, Xian
	Clean/change water baths 1-2 times/month	Bo-H, Bo-Z, Daigui, Zhenyu
	Clean/organize Darkroom (J-616)	Wenping, Ling, Lijuan
	Clean/Organize J-613 conference room/kitchen/frige	Shifeng, Wenping, Yan, Ling
	Clean Western blotting, gel running & enzyme benches in J-611	Linghuan, Bo-H, Ling, Lijuan
	remove ice/week & Vacuum -80 ^o C freezer filters/month	Yixiao, Bo-H, Daigui, Zhenyu, Zongyue
	Refill paper towels, gloves, 70% ethanol & Windex in J-611, J-616, J-620	Shifeng, Bo-L, Yan
	Vacuum ceiling filters	Yixiao, Daigui, Zhenyu
	Clean cell culture room floor at least once a week	Bo-H, Yixiao, Bo-Z, Daigui, Zongyue, Zhenyu, Bo-L

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	Drop/pick up Lab coats from E301 (Ortho copy room)	Bo-H, Bo-Z, Zhenyu, Daigui, Zongyue
Cloning and qPCR related	Enzyme Monitors @-20C	Linghuan, Yixiao, Xi, Xian
	Prepare 1Kb DNA Ladder	Linghuan, Yixiao, Xi, Xian
	LB plates (LB/Amp, LB/Kan, LB/Spn etc plates), LB medium	Bo-H, Bo-Z, Ling, Lijuan, Daigui, Zhenyu, Xian
	prepare/aliquot electro-competent DH10B, BJ/AdEasy, & DB3.1 cells	Yixiao, Linghuan, Xi, Xian, Ling
	prep/aliquot PCR reagents (dNTPs, 10xBuffer, DMSO and 1kb+ aliquots)	Linghuan, Yixiao, Xi, Xian
	Prepare MOLab Magic Columns for gel purification	Bo-H, Xi, Daigui, Xian, Ling
	prep/aliquot lab stocks: 6xGSB, Amp/Kan/Strept/Tet/Spectinomycin stocks	TC, Linghuan, Xi, Xian
General stocks	Oversee MOLab important stocks @ Sanyo -80C freezer	Zongyue, Yixiao, Xi
	aliquot/check SYBR Green qPCR 2x stocks	Zongyue, Yixiao, Xi, Xian
	25xTAE and 1xTAE preparations	Bo-Z, Daigui, Zhenyu, Ling, Lijuan, Xian
	BD-I and BD-III preparations	Yixiao, Bo-H, Xi, Ling, Xian
	prep/aliquot glycogen stocks	Linghuan, Yixiao, Xi, Xian
	aliquot PCR-grade ddH2O	Bo-H, Yixiao, Xi, Daigui, Xian
	Prepare/autoclave 1x PBS	Bo-Z, Daigui, Zhenyu, Ling, Lijuan
	Dry-ice pick-up/order-alert	Ling, Lijuan
	Pick up reagents from Fisher GCIS Storeroom or KCBD, etc.	Yixiao, Bo-H, Linghuan, Daigui, Zhenyu, Xi
	Receive and put away lab deliveries	Zongyue, Linghuan, Xi, Bo-H
Histology related	Teach/Perform tissue processing/embeddign/H & E & special staining	Wenping, Daigui, Ling, Xian, Lijuan
	check supplies for tissue processing, stainings, slides and coverslips	Wenping, Daigui, Ling, Xian
	Clean J-337 histology processor/sectioning/staining areas	Wenping, Daigui, Ling, Xian
Safety and waste disposal related	Check/empty vacuum traps in the cell culture room	Bo-Z, Bo-L, Daigui, Zhenyu, Shifeng, Lijuan, Ling
	Dispose biohazard waste to red bin (for pickup, call 2-6296)	Yixiao, Xi, Xian
	fill weekly log sheet of eye-washer check in J-611 and J-620	Yan, Bo-L, Xian
	check/dispose sharps disposal containers	Yixiao, Linghuan, Xi, Xian
	call Safety Office for pre-packaged sharps and chemical waste pick-ups	Yixiao, Xi, Xian
MISC.	10x PCR buffer, 2x AdV storage buffer, AdV List, Plasmid Lists, etc.	TC