Lab Responsibilities\*

\*This list is subject to change.

# EVERYONE

* If you have time in the lab, you should always contribute to:
  + Washing dishes
  + Preparing items for autoclaving.
  + Moving items to the autoclave cart.
  + Restocking the lab (refreshing tips, tubes, etc.)
* Maintain lab stocks\*
  + *\*If something is low, let the person in charge know or order if there is an emergency*).
* Respond to equipment emergencies.
* Enact & maintain your data management plan.
* Obtain quotes for specialized materials (*non-standard*).
* Be responsible for your project.
  + *Perform experiments, find reagents, oversee project management role, and analyze data.*
* Keep a tidy and up-to-date lab notebook.
* Input packing slip information into the Lab ordering sheet.
  + *\*Date received, location, initials*.
* Provide order information\* to the Teams thread by Monday at 12 p.m.
  + *\*For consumables, materials, software*, etc.
* Provide mouse order information to the Teams thread by Wednesday at 4 p.m.
* Work as a team – let’s do this!

# SENIOR RESEARCH TECHNICIAN

* **Research:**
  + Lead research projects studying [INSERT PROJECT GOALS HERE].
  + Perform pilot studies for new research directions initiated by the PI, as needed.
  + Learn new experimental techniques (*as they arise*).
  + Regularly attend research seminars and conferences ([INSERT SEMINAR OR GROUP MEETINGS HERE]).
* **Management:**
  + Serve as primary liaison between the animal facility and laboratory.
    - Keep an overall tally of mouse cages; advise the PI regarding the colony status.
    - Create and maintain standing purchasing order for Genotyping ordering.
  + Maintain standing purchasing order for liquid nitrogen.
* **Safety:**
  + Assist with onboarding new lab members.
  + Serve as lab radiation officer.
  + Serve as lab safety officer.
  + Maintain lab shared drive with approval documents (biosafety, animal protocol, IRB).
  + Maintain lab chemical inventory (spreadsheet of chemicals).
  + Provide training to new lab members as directed by the PI.
  + Keep track of training for lab members (certifications).
  + Maintain up-to-date equipment contact forms and alarms.
  + Maintain lab Standard Operating Procedures (SOPs)
  + Maintain lab consumable inventory (flasks, tubes, slides).
* **Lab Maintenance:**
  + Maintain lab mouse antibody stocks ([INSERT DETAILS HERE]).
  + Coordinate with Nicole to clean the 6-foot incubator together.
  + Train other lab members (*as needed, Tina will direct*).

# ANIMAL TEAM TECHNICIANS

* **Maintain mouse colony:**
  + Genotyping, weaning, breeding.
  + Wean new mouse litters, submit their ear clippings for genotyping, and create new cages on mouse inventory software.
  + Coordinate import/export of mice.
* **Perform mouse procedures:**
  + Tail vein injections, peripheral blood draws, IP/SQ injections, etc.

# GRADUATE STUDENT

* **Research:**
  + Lead an independent research project focused on [INSERT THESIS PROJECT]
  + Contribute to other lab projects as a co-author.
  + Present regularly at research seminars and conferences ([INSERT SEMINAR OR GROUP MEETINGS HERE]).
* **Lab Maintenance:**
  + Take out biohazard waste (as needed).
  + Restock tissue culture room – flasks, pipette tips, plates, syringes, tubes, and liquids (as needed).
  + Maintain lab human antibody stocks (human AML engraftment, human cell cycle).
* **Mice:**
  + Serve as the primary liaison between our animal team, the animal facility, and the laboratory for your project.
  + Order and monitor mice for your experiments.
  + Complete mouse health checks.
* **Ordering:**
  + Place orders for items needed for your project.
  + Obtain quotes for specialized items for your project.
* **Reagents:**
  + Maintain cell line stocks (liquid nitrogen).
  + Maintain plasmid stocks.
  + Update inventory lists.

# STAFF SCIENTIST

* **Research:**
  + Lead independent research projects studying:
    - Project goals (XXXX grants).
    - Project goals (XXXX grants).
  + Contribute to other lab projects that elucidate [other projects in lab].
  + Perform pilot studies for new research directions initiated by the PI, as needed.
  + Learn new experimental techniques (*as they arise*)
  + Present regularly at research seminars and conferences ([INSERT SEMINAR OR GROUP MEETINGS HERE]).
* **Lab Maintenance:**
  + Perform daily lab startup/shutdown checks (*incubators, cold storage*).
  + Serve as the proxy for IACUC and IBC.
* **Mice:**
  + Serve as primary liaison between the animal facility and laboratory.
  + Keep an overall tally of mouse cages; advise the PI regarding the colony.
  + Create and maintain standing PO for genotyping ordering.
* **Ordering:**
  + Obtain quotes for items (*as needed if Lab Aide cannot*).
  + Place orders for mice.
* **Reagents**
  + Maintain cell line stocks (liquid nitrogen).
  + Maintain plasmid stocks.
  + Update inventory lists.
* **Equipment**
  + Serve as the first responder for equipment alarms.

# LAB AIDE

* **Make solutions/aliquot.**
  + Make 70% ethanol solutions, aliquot to spray bottles (bench and tissue culture room) and maintain spray bottle levels.
  + Make 10% bleach solutions.
  + Aliquot FBS, penn/strep, serum, cytokines (bi-monthly?).
  + Freeze cell lines.
* **Lab maintenance**
  + Perform weekly startup/shutdown checks.
    - *Incubators (temp, water levels), cold storage (temp), liquid nitrogen (temp, levels), etc…*
  + Wash and put away dishes.
  + Prepare items for autoclaving and put away autoclaved items.
    - *2 L water for incubators, mortar and pestles, mouse tools, 1.5 mL EP tubes, etc.*
  + Create labels, laminate, and place labels on items (*as needed*).
  + Prepare and dispose of biohazard waste (*weekly)*.
  + Restock tissue culture room – flasks, pipette tips, plates, syringes, tubes, and liquids.
  + Label tubes for experiments and fill them with solutions (media, ACK buffer).
  + Clean centrifuges and microcentrifuges, and wash centrifuge buckets (*every other* *month*).
  + Clean incubators (*monthly*).
  + Coordinate with the lead technician to clean the 6-foot biosafety cabinet together (*every 3 months*).
* **Ordering/Inventory**
  + Create and manage weekly Teams thread for ordering (*weekly)*.
    - Send orders for lab supplies to the research administrator (*weekly*).
  + Obtain quotes for items (*weekly*).
  + Add items from the Teams thread to the Ordering Spreadsheet.
  + Receive and unpack packages.
  + Input received item information and store packing slips.
  + Serve as liaison to ask the research administrator for assistance connecting with vendors about order statuses; input expected delivery dates on the Lab ordering sheet when items are backordered.
  + Restock inventory – flasks, pipette tips, plates, syringes, tubes, and liquids (*weekly*).
  + Create and maintain inventory spreadsheets.
  + Maintain inventory:
    - Plastics (15 mL conical tubes, 50 mL conical tubes, 1.5 mL EP tubes, T25 flasks, T75 flasks, sterile pipets – 2, 5, 10, 25 mL, non-sterile pipets – 5, 10 mL, 30 micron strainers, micropipette tips, etc.).
    - Media (RPMI, IMDM)
    - Buffers (PBS, ACK, sterile water)
* **Animal maintenance**
  + Assist others with mouse maintenance (*as needed/available*).
  + Print Lab mouse cage cards with genotyping information as directed (*weekly*).
  + Respond to mouse health checks (*as needed/available*).