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*).