

## **COMMON PRACTICES in Molecular Oncology Lab**

### **Biosafety considerations:**

- Always wear gloves to protect yourself and avoid contamination;
- Wear UV shield mask when check DNA gels;
- Use special precautions when vortex PC-8 containing microfuge tubes;
- Wearing shorts is not recommended;
- Use underpads/diapers if necessary;

### **Enzyme use:**

- Return enzyme to  $-20^{\circ}\text{C}$  immediately after use (not after finish your reaction setup);
- Always return the enzymes to their original locations in the enzyme coolers;
- Do not let the transporting cooler warm up;
- Always use filter tips when pipeting enzymes from the stock;
- Always add enzymes as the last component of your reaction mix, if possible;

### **Cleaning/washing:**

- Always clean items after use: flasks, beakers, cylinders, bottles, etc;
- Use cleaned (not necessarily autoclaved) flasks for pouring DNA gels;

### **PCR use:**

- Follow proper procedures to avoid contamination;
- Use filter tips to prepare the master mix;
- Never bring plasmid DNA to the PCR hood;
- Never take stock PCR reagents to your own bench;
- You only need to prepare the PCR master mix in the PCR hood;
- Add template DNA and do aliquoting on your own bench (using non-filter tips is fine);

### **Tissue/cell culture:**

- Strictly follow aseptic guidelines;
- Clean the hood surface with 70% ethanol before and after use;
- Wear gloves to handle any cell culture plasticwares;
- Drain liquid completely before dispose flasks or screw the caps tightly to avoid liquid leakage into the biohazard bags;
- Dispose pipettes properly to the biohazard waste container;
- Turn off house vacuum after use;
- Always keep the portable Pipet-Aid charged

### **Reminder notes**

- Leave a note on board for orders if you use the last piece of any item;
- Leave a note to remind the person who is supposed to prepare a general stock when it runs low or out of stock