

## LAB RESPONSIBILITY

### Important Phone Numbers

**Physical Plant:** 2-6295

**Biohazards:** 2-6296

Radiation Safety: 2-6299;

**Chemical waste:** 5-7233 (pick up every Thursday) (including boxed broken glasses).

**Housekeeping:** 2-6296

NSIT/network: 2-2378

### T.-C. HE

6xGSB stocks, PC-8 aliquots, seeDNA, Glycogen stocks, Amp/Kan stocks, PCR stocks, RNase A, DNase, Protease K, Calibrate pH meter, 7.5M Ammonium Acetate; Orders; **Harasser**, etc

### Rex C. HAYDON, Hue H. LUU, and Russell Reid

Submit new **IACUC** and **IRB** protocols

Renew and amend **IACUC** and **IRB** protocols

Prepare/write manuscripts for clinical/translational studies

### Wei JIANG

**Oversee daily lab operations** (esp. in the absence of TCH, Hue Luu, and/or Rex Haydon)

Prepare/aliquot electro-competent **DH10B**, **XL1-blue**, **BJ5183/Adeasy**, **BL-21**, etc.

Prepare **LB stocks**

Prepare **LB medium**, **LB/amp plates**, **LB/kan plates**

Book-keep/update **MOlab Adenovirus Lists**

Book-keep/update **MOlab Cloning Status Lists**

Help receiving and putting way packages

### Jikun SHEN

Process tissue samples for histologic staining (both frozen and paraffin-embedded)

Perform H & E staining and other special staining: Alcian Blue, Trichrome, etc.

Book-keep/update **MOlab Pathology Sample Lists** (with Steph)

Maintain/organize/**archive tissue blocks/slides** on Darkroom shelves (with Steph)

Check/organize the dark room (J-607)

### Stephanie KIM

Maintain/check **knockout and/or transgenic mouse strains**

Book-keep/update **MOlab Pathology Sample Lists** (with Dr. Shen)

Maintain/organize/**archive tissue blocks/slides** on Darkroom shelves (with Dr. Shen)

Prepare/aliquot common Lab Stocks: **6x GSB**, **1kb+ aliquots**, **dNTPs aliquots**, **1000x Amp**, **1000x**

**Kan**, and **glycogen aliquots** (with TCH)

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### Jing CUI

Aliquot **FBS**, **Pen/Strep**, **L-Gln**, **NEAA**, **Na-Pyr**, etc. (alert TCH when supplies are low)

Prepare/autoclave **1x PBS** of lab supplies

**Refill TC supplies:** 10-/5-ml pipettes, T-25/T-75 flasks, 15-/50-ml tubes etc (cabinet)

**Check TC supplies:** 10-/5-ml pipettes, T-25/T-75 flasks, 15-/50-ml tubes etc

Monitor **LN2 levels** at least once a week (alert TCH to order LN2 backup)

Check **common supplies** (gloves, tips, pipettes, paper towels, 1.5ml tubes, 15-ml tubes, 50-ml tubes, etc) every 1-2 weeks

**Check/organize the J-607 Cell Culture areas**

### Wenwen ZHANG

Aliquot **FBS**, **Pen/Strep**, **L-Gln**, **NEAA**, **Na-Pyr**, etc. (alert TCH when supplies are low)

**Calibrate CO2 incubators** monthly

Monitor **CO<sub>2</sub> cylinders** (alert TCH to order CO<sub>2</sub> backup)  
Book-keep/update **MOLab Cell Line lists** in LN<sub>2</sub> tanks  
**Aliquot antibodies** and update **MOLab Antibody Lists**  
Maintain/check **knockout and/or transgenic mouse strains**  
**Check/organize the J-607 Cell Culture areas**  
Prepare/aliquot electro-competent **DH10B, BJ5183/Adeasy1, BL-21**, etc.  
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### Sean (Xiang) CHEN

Prepare **LB medium, LB/amp plates, LB/kan plates**  
Prepare stock solutions: **25xTAE, 10xTBE, BD-I, BD-III**  
Dilute **1x TAE, 1x TBE, 1x SDS PAGE** running buffer  
**Refill paper towels, gloves** in J-611 and J-607, J-620  
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### Yuhan KONG

Prepare **LB/amp plates, LB/kan plates**  
Prepare and refill **70% ethanol** for sprayers;  
Refill **100% ethanol & ddH<sub>2</sub>O** sprayers in J611;  
Prepare/aliquot electro-competent **DH10B, XL1-blue, BJ5183/Adeasy, BL-21**, etc.  
Check **common supplies** (gloves, tips, pipettes, paper towels, 1.5ml tubes, 15-ml tubes, 50-ml tubes, etc) every 1-2 weeks  
Autoclave **Pasteur pipettes** (9" unplugged) for cell culture use  
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Refill/check **PCR supplies** (filter tips, plates, basins, tapes)  
Clean/purge the food refrigerator weekly

### Ruidong LI

Dispose **biohazard waste** to the red bin in J-607 (for pick up, call 2-6296)  
**Calibrate CO<sub>2</sub> incubators** monthly  
Change broken (ceiling) fluorescence light bulbs  
**Pick up dry-ice** (Mondays or Thursdays PM) as needed  
**Drop/pick up Lab coats from E301** (Ortho copy room)  
Prepare stock solutions: **25xTAE, 10xTBE, BD-I, BD-III**  
Dilute **1x TAE, 1x TBE, 1x SDS PAGE** running buffer  
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### Ning HU

Prepare/autoclave **1x PBS** of lab supplies  
Aliquot **FBS, Pen/Strep, L-Gln, NEAA, Na-Pyr**, etc.

### Andy (Jiye) ZHANG

Help with **dish washing**  
Clean and change **water baths** (in both J-611 and J-607) 1-2 times/month  
Dispose **biohazard waste** to the red bin in J-607 (for pick up, call 2-6296)  
Check/empty **vacuum traps** in the cell culture room  
Prepare/autoclave **1x PBS** of lab supplies  
Autoclave **Pasteur pipettes** (9" unplugged) for cell culture use  
Change broken (ceiling) fluorescence light bulbs  
**Drop/pick up Lab coats from E301** (Ortho copy room)  
**Pick up dry-ice** (Mondays or Thursdays PM) as needed  
Vacuum **-80°C freezer filters** once every 1-2 months  
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### Jinhua WANG

Help with **dish washing**

Check/empty **vacuum traps** in the cell culture room

Prepare **LB/amp plates, LB/kan plates**

**Change broken (ceiling) fluorescence light bulbs**

**Autoclave** glassware and solutions

**Drop/pick up Lab coats** from E301 (Ortho copy room)

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Clean **CO<sub>2</sub> incubators** and **add ddH<sub>2</sub>O** 1-2 times/month

**Linyuan (Cecilia) WANG**

Process **primary tumor samples** to establish primary tumor lines

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