

Ordering - Jim Moss

Ordering will be performed once a week. It is the responsibility of each lab member to ensure that reagents and supplies that they are using are put on the "to be Ordered" list in plenty of time to ensure that we do not run out of an item. Please provide all pertinent details of what needs to be ordered including catalogue number (these are often located on the container) and amount. Large items will be checked with PJH before ordering.

Putting Away Shipments - Jim Moss

Anytime an order comes in that needs to be frozen or refrigerated, anyone receiving it should take the responsibility to do so immediately. Other items will be put away by Jim. Check the packing slip to ensure that everything shipped is there, sign and date it, and put it on Jim's desk.

Gas Receipts - Jim Moss - Jim will process these.

Dishwashing - Jim Moss and Lab

Some of the dishwashing and ovary collections will be done by student or OPS labor. These people are under Jim's supervision - see Jim if you would like something done for you. Jim will see to it that a schedule for the dishwashers will be posted in the lab. If OPS labor is not sufficient to get all the dishwashing done, everyone in the lab is expected to help get the dishes cleaned. Jim will establish a schedule for doing this. If more ovaries are required than Jim is obtaining, students will need to get themselves.

Microscopes - Jim Moss

Maintain microscopes and associated equipment (cameras, extra lens, etc.) in good working order.

Radiation - Sarah Fields

Ensure that forms are filled out (including information about approval forms), swipes performed, spills are cleaned up and radioactive waste removed. Spills should be cleaned by the person doing them but Sarah will ensure it is done. Swipes will be performed by Sarah. Lilian will assist Sarah until she gets the hang of it.

Pipettors - Silvia Carambula

Ensure that pipettors are calibrated, broken pipettes are fixed and will inform PJH if we need additional pipettes.

pH Meter - Justin Fear

Maintain the pH probe (keep always filled with electrode filling buffer) and ensure that a beaker of clean buffer be present for storing the pH probe and that the supply of pH standards and pH adjustment solutions is adequate.

IVF Records - Barbara Loureiro

Collect data from each person doing IVF, record data in an Excel spreadsheet that is posted at V:\hansenlab\Hansen Lab IVF\embryodata_12-4-07 (The date indicates the last date the file was updated) and present a printed summary at the weekly lab meeting. Data for the previous week should be written in the IVF data log prior to or during lab meetings.

Tissue Disposal - IVF Lab

The person generating the waste will have the responsibility for removal. Remember - no paper, plastic, etc., allowed in tissues to be processed through the offal room.

Liquid Nitrogen Tanks - Justin Fear

Justin will keep the tanks filled. He will also have responsibility for organization of the tanks and will schedule periodic cleaning.

Surgery Supplies - Jim Moss

Ensure that we have adequate supplies for surgery.

Incubators - Aline Bonilla

Check the temperatures and oxygen calibrations of the incubators once a week. The IVF incubators will be maintained by the IVF personnel according to the IVF duty schedule.

Upstairs Culture Room - Aline Bonilla - Aline will be in charge of the culture room upstairs.

IVF Lab and CO₂ - Jim Moss and Luciano Bonilla - Jim will oversee the IVF lab. Jim and Luciano will change CO₂ tanks when needed.

Water - Jim Moss (and OPS help)

Keep the double-distilled water carboy in the lab filled (this water comes from Sally Johnson's upstairs lab) and the Millique water carboy filled (from Alan Ealy's lab).