*Key Procedures and General Information*

* All glassware must be washed and hung to dry… AND **put away soon after it is dry**
* Be aware when utilizing anything in the lab, whether it be media, glassware, plasticware (including but not limited to tips, pipettes, culture tubes, 96 well plates, flasks). If we are running low or you grab the last couple left, **please let it be known to the lab through slack**.
* When weighing something always be sure to clean after yourself, this includes cleaning the area as well as washing, drying, and putting away the weighing materials.
* When autoclaving always set an alarm and if you are leaving, please let someone know that it needs to be emptied (the autoclave is not ours).
* When using liquid wastes, please **do not overfill them**! When they are halfway full, add 100% bleach and leave it next to the sink with the date as “new accumulation” and be sure to discard the neutralized waste in the sink with plenty of water (1 day later).
* NEVER use 100% bleach for anything, that is why there is 20% bleach stock in each sink.
* When using cuvettes be sure to always clean them with 20% bleach, let them dry (**not for a month**), and then return to the appropriate box in the cabinet.
* When making plates, if you have ~20-40 mL of media left, simply pour out the extra plates, label them with the date, and leave them either in the hood or the fridge (parafilmed) with a note stating they are free for anyone to use.
* There should always be media available in the lab including but not limited to: MH, LB Broth, LB Agar, CLED, 1X PBS, Nanopure water, etc.
* If you know you are going to use more than 100 mL of any media, please make more before hand, do not wait for us to have 0 mL of anything.
* When emptying the small benchtop tips waste (or adding any other waste), please do not overfill the larger biohazard trash. If it is full, tie the bag with a knot so additional waste isn’t added and inform the lab member in charge of the trash that it needs to be changed.
* When using tips or microcentrifuge tubes, please be sure to refill the boxes/jars so that we can always have a running stock.
* Clean up immediately if there is a spill in the microwave (or else it will stick onto the microwave and hard to clean up later).
* **No food/drink** in the lab bench or visibly in the lab (ex. No chewing gum or food wrapper in the trash).
* Remember/try to use your used LB/MH broth before using a new one.
* **Remember what your lab duties are**! If you see that someone isn’t doing their duty as part of the lab, kindly remind them or if you are not busy, offer to lend a hand or a reminder. We are here to help each other.
* Put the pipet **at max after using them** and give them a quick wipe.
* Throw away liquid in its respective waste and not down the sink.
* As a general rule, please be courteous at all times. We as young researchers know that science is difficult, but it can be more of a mess if we do not have all resources we need to succeed. Be conscious of what you use and do not use more than necessary. Be sure to plan your experiments beforehand and create a running list of materials needed to ensure you will not be short of any reagents or materials AND that you will leave enough for the next person as well.