



Prepare for your own lab space – version 20 February 2014 NL:

Note, depending on your project, you may not need all of the suggested items – please check up)

1. Autoclaved 2 ml tubes
2. Autoclaved 1,5 ml tubes
3. Autoclaved 0,6 ml tubes
4. Autoclaved PCR tubes
5. Autoclaved PCR tube strips
6. Autoclaved 2 ml screw cap tubes
7. Autoclaves 1,5 ml screw cap tubes
8. Autoclaved tooth sticks
9. Autoclaved distilled water (1 L)
10. Autoclaved MQ (250 ml)
11. Pipette tips (blue, yellow, white)
12. Pipette set – evaluated by weighing (e.g. 1 ml, 200-100 µl, 20-10 µl, 1-10 µl)
13. Tissue
14. Toilet paper
15. Parafilm
16. Alu foil
17. Plastic wrap foil
18. Waste bin
19. Pens, markers, pencils...
20. Boxes for storage of samples (remove old labels and label then with your own initials, dates, box number).
21. Prepare inventory lists (e.g. in word or excel) of your reagents and samples. Example of contents of inventory list:

Data (e.g. in an excel file) – for your lab book:

- Name (including how they are labeled in the box in your freezer, use appropriate labels for lid and tube)
- Date;
- Project;
- Sample (origin, amount, date, how much has been used/how much is left over for what and where can those results be found) – label both lid and tube (e.g. use labels with different colors for different categories). Write clearly!
- Reagents (origin, amount, date, how were they prepared, how much has been used/is left over)
- How the samples were processed (with a reference to your lab book or report)
- Storage mode (name or number of box in which kind of freezer)

Advice: To simplify labeling of items, use a simple code (e.g. initials, date and a number or alphabetical code) on a label, placed both on the lid as well as on the tube or bottle or similar. Then enter this code into a table where more detailed information can be added.



Comment:

- When preparing things for the autoclave, use gloves – or a forceps.
- Prior to autoclavation, label your items with autoclave tape, your initials and lab number (016). Do not forget to fetch your things after the autoclavation!
- Allow only things that are to be used for your next lab work on the lab space. All else should be stored away safely.

Other tasks to check up:

1. Safety issues (gloves, lab coat, protective glasses/face mask, safety labels, shower, shower for eyes, first aid rescue box, emergency exits and meeting points).
2. Lab book and other office material (pens, camera etc).
3. Before you start using any chemical, check up the safety rules for that (on the internet or in the file in the lab for sheets about chemical reagents).
4. If you borrow items from general stores in the lab or where else at the department, please leave a note with your initials, lab number and date.
5. Label your lab space, shelf, drawer, place in refrigerator, cool room, incubator room, fridge (or where ever) with your initials and where appropriate with some additional code and safety label.

NOTE: DO not use any scientific equipment without a proper instruction!