

# TC Facility Responsibilities

## Technician

- Stocking/ordering of supplies
- Waterbath maintenance (daily check, weekly cleaning)
- Refilling/Autoclaving pasteur pipette (glass pipette) canisters
- Decontaminating/bleaching full aspiration flasks moved to the autoclave room
- Preparing solutions of bacdown, bleach (10%), and 70% EtOH
- Liquid Nitrogen ordering
- Check Cryo dewars weekly and fill as necessary
- "Hygiene protocol" (disinfecting surfaces and discarding clutter)
- Biosafety cabinet maintenance (monthly UV check, decontamination)
- Incubator maintenance (monthly check CO2/temp)

## Facility Supervisor

- New User TC Facility Orientation
- Equipment training
- Contamination issues
- Equipment Maintenance
- Google calendar access /issues
- Cold room
- CO2 maintenance and ordering
- Enforcing SOP adherence of users

## Room Supervisors

- User/facilities liaison
- Assist users with troubleshooting facility equipment and supply problems
- Operational management of equipment and resources in their assigned room
- Enforcing SOP adherence of users