

ALL USERS

Your Responsibilities:

Biosafety Cabinet Maintenance

- Restock items after working
 - Pipettes (serological)
 - 70% ethanol spray bottles (Refill with 70% ethanol in 341)
 - Paper towels
 - Kimwipes & Alcohol wipes
 - Glass Pasteur pipette canisters
- Plug in pipet-aids when finished using
- Empty sharps container located in the biosafety cabinet after use
- Replace vacuum flask (when it reaches tape line)
- Replace Curtis Bay biohazard bin when 3/4 full (line denoted on bin, needs to close). Place full bin in autoclave room 326B
- Spray 70% ethanol through vacuum tubing
- Clean (wipe down with 70% EtOH) and turn on UV after use
- Clean up trash and address anything you may have negatively impacted (i.e. clogged filter in pipet-aid)

Incubator Maintenance

- Refill humidity tray as needed with diluted bacdown solution and clean monthly
- Clean incubator quarterly or as needed
- User should check digital display only – Technician will check CO₂, temp, and adjust

Google Calendar

- Adjust as necessary: add time if late, sign out if done early
- **Sign up at all times including weekends and evenings!**
- Add 15 min to expected time to account for clean-up and 10 min UV treatment

Respond to alarms and emergencies appropriately

- Use the “Report a Problem” tab
- Call appropriate emergency numbers (posted on doors)
- Send repair personnel to front office