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# Sop-002: Schwekendiek Lab Rules

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Last Saved: Axel Schwekendiek, 29/12/07  
Document Path: SOP-002 - Schwekendiek Lab Rules.doc

## 1. Keep the laboratory clean

This is a research laboratory in which many people have to work at different times. We all want to make sure that our experiments work and that we don't mess up others or our own worthwhile experiments. Therefore, a clean work environment is essential and I expect that everybody respects and follows these rules.

- Clean up your workspace everytime you are done with an experiment and always before you leave the lab. This includes the wiping the bench space, flow hoods, prep area and other places you worked at.
- Clean up the prep area (balances, pH-meter) immediately after you are done. The balances are very expensive and sensitive. Please make sure that they are clean at all times! And don't forget to put the pH electrode back into the storage solution.
- Feel free to clean up other spaces if you feel they are dirty.
- Collect used flasks and beakers in the sink in the back of the lab (do not store anything in the sink next to the entry door). Fill all containers with a little water so that no salts or other stuff can precipitate. This makes cleaning a lot easier. We have a weekly cleaning schedule. Keep it under all circumstances (or arrange to switch with somebody else).

## 2. Keep your workspace clean

You have an assigned workspace which should be a spot where you can do your experiments. That means, the bench should not be used for storage of flasks, tubes, solutions, etc. All that should be stored in the cabinets, drawers, and shelves – not on the bench. The bench should be available to perform experiments.

- Never lay down pipettes on the bench. They **always** belong into the racks.
- Never lay down or put back pipettes with tips attached.
- Check always if solutions were accidentally sucked into the pipette shaft. This happens from time to time. If it did happen to you, clean the pipettes before you put them back into the racks. Otherwise you have a high chance to contaminate your (and others) samples and mess up your experiments.
- Collect all used plasticware (tips, tubes) waste containers. Use wide containers, but never use

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Erlenmeyer flasks (you can't get the stuff out again).

- Separate solid from liquid waste all times.
- Use special sealed containers for toxic or hazardous wastes (phenol).
- Live bacteria and transgenic plants, as well as everything having had contact with them has to be autoclaved before cleaning. This includes glassware and plasticware (including pipette tips, tubes, petri dishes).

### 3. Use lab color codes consistently

Use establish colors to mark items. We have color codes for antibiotics and use the same colors for media and solutions. The codes are as follows

Media and solutions	Antibiotics
<b>white: not autoclaved</b>	<b>Ampicillin (orange): 60 mg/ml</b>
<b>orange: sterile media</b>	<b>Kanamycin (red): 10 mg/ml</b>
<b>red: RNA only stuff</b>	<b>Chloramphenicol (green):</b>
<b>yellow: bacterial media</b>	<b>Gentamycin (pink):</b>
<b>green: plant tissue culture media</b>	<b>X-Gal (blue):</b>
	<b>IPTG (white):</b>

### 4. Label tubes for long-term storage

All clones (plasmids) and bacterial strains assigned for long term storage have to be labelled using the cryo labels. Only those are resistant at -80°C. The labels must contain the following information:

- Unique name which identifies it from all other stored materials
- Your Initials followed by your labbook and page number (like: AS-I-76)
- Date (the same as on the labbook page you are referring to)

Use the cardboard boxes for long term storage and the plastic boxes for short term storage.