

## Dordick Group Ordering Instructions – Spring 2017

1. Each lab member is in turn responsible for monitoring the supply of commonly used materials. Do not let anything run out on your watch!
2. If you notice anything is running out (before taking the last box/bag), please order/request group order before it's gone, esp. gloves, tips, tubes.
3. When it's your week for ordering you need to check all general lab supplies.
4. Orders are placed on Quartzy. Look up the item in the Inventory list, and click "reorder".

### Supply Monitoring Schedule

20-Mar	Amala Bhagwat
27-Mar	Clifford Morrison
3-Apr	Keith Fraser, Ph.D.
10-Apr	Deepika Vaidyanathan
17-Apr	Gregory Nierode
24-Apr	Dylan Bruckner
1-May	Matthew Brier
8-May	Seok-Joon Kwon, Ph.D.
15-May	Sneha Gopal
22-May	Xia Wu, Ph.D.
29-May	Paiyz Mikael, Ph.D.
5-Jun	Domyoung Kim, Ph.D.
12-Jun	Amala Bhagwat
26-Jun	Clifford Morrison

### YOU NEED TO CHECK THE FOLLOWING:

**Tips:** 0-20 $\mu$ l, 10-200 $\mu$ l, 100-1000 $\mu$ l, 500-5000 $\mu$ l

**Tubes:** PCR tubes, 1.5ml, 2.0ml, 15ml, 50ml

**Serological pipettes:** 2 ml, 5 ml, 10 ml, 25 ml

Petri dishes

**Gel supplies:** Coomassie stain, gels

**Balance supplies:** Weigh boats of 3 sizes

**Chemicals:** Buffer supplies, *i.e.* Na/K phosphate, Tris, salt

**Culture media:** LB, agar, nutrient broth

**Gloves:** all sizes

**Decontamination:** Bleach, 70% ethanol, kimwipes, tissue rolls in the dispensers