



MERMan

Lab Handbook

By the 2026 MERMan Lab Reps Team

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Welcome To MERMan

Welcome To MERMan!

'Microbial Evolution Research Manchester' – MERMan – is a multidisciplinary cluster and includes researchers from the Faculty of Biology, Medicine and Health (FBMH) and Faculty of Science and Engineering (FSE), who all focus on understanding microbial ecology and evolution using a wide variety of methods and study systems. You can find more information about what we do on our website: <https://sites.manchester.ac.uk/merman/>. Check out the MERMan landing page to access useful resources such as equipment booking, seminar schedule, and the **MERMan sharepoint** (resource hub- check here first info): <https://merman.its.manchester.ac.uk/>

MERMan researchers are based in two laboratory rooms, lab A.4040 and lab D.4401 with auxillary rooms for equipment found in D.4510. Equipment in these lab spaces is jointly shared across all members and groups within the MERMan cluster.

Our values:

- Everyone has the right to be treated with dignity, respect, courtesy and kindness at work.
- As part of a higher education institution, we are committed to learning – this includes encouraging each other and especially those new to the group to ask questions when unsure of how to perform a task, and to be respectful when it comes to correcting errors and mistakes. **This means: if you make a mistake, please come and talk to a member of the lab and they will help you solve the problem. :-)**
- We are committed to EDI (Equality, Diversity, and Inclusion) and have a no-tolerance policy for discrimination against protected characteristics.
- MERMan values open minds, hard work, fun, inclusivity, positive and constructive feedback, clear communication, and the mental and physical health and wellbeing of our members.

Bullying and harassment

The MERMan Group strives to create an environment in which students and staff can learn, collaborate and thrive, and any discrimination based on sex, gender identity, disability, ethnic origin, religion or belief, sexual orientation, marital or transgender status, age, job position, or nationality will NOT be tolerated.

Support for staff and students

There are several avenues of support for staff and students. Please do not feel embarrassed or ashamed to use any of them. Where possible, the most appropriate person to talk to in the first instance about performance at work is your line manager. For whatever reason you don't feel comfortable to talk to your line manager you can talk in confidence to another senior member of staff.

Welcome To MERMan

In addition, the following services may be necessary/fit your needs more appropriately.

Occupational health

<http://www.occhealth.manchester.ac.uk/> -contact for work-related health issues

Human resources

<https://www.staffnet.manchester.ac.uk/human-resources/>

Disability Advisory and Support Service and University of Manchester Assessment centre

<http://www.dso.manchester.ac.uk/who-do-we-support/>

<https://www.dass.manchester.ac.uk/>

Anti-harassment - Speak Up! Stand Up!

<http://www.staffnet.manchester.ac.uk/news/display/?id=20709>

Report and support – report incidents anonymously or speak to an advisor. Can involve line manager and/or head of division, but only if you choose. <https://www.reportandsupport.manchester.ac.uk/>

Equality, Diversity and Inclusion team

<https://www.staffnet.manchester.ac.uk/equality-and-diversity/>

SBS EDI representative – contact Kat Coyte

katharine.coyte@manchester.ac.uk

Mediation team

<https://www.staffnet.manchester.ac.uk/people/current-staff/resolving-issues-at-work/mediation/> - contact to help you resolve issues in the workplace

Staff Network Groups

<https://www.staffnet.manchester.ac.uk/community/network-groups/>

Counselling service and Mental Health Support

<https://www.counsellingservice.manchester.ac.uk/>

Student support services

<https://www.studentsupport.manchester.ac.uk/>

Facilities in Michael Smith Building for those who breastfeed

- There are facilities in MS for people who are breastfeeding and need to express - The first aid room behind reception on the ground floor, has seating, a fridge, and a sink. Reception will unlock it for you and then it's lockable from the inside with an 'occupied' sign on the outside.

Directories

Directories

MERMan Principal investigators

Person	Office	Email
Dr. Michael Bottery	MFIG	michael.bottery@manchester.ac.uk
Prof. Michael Brockhurst	MSB B.1072	michael.brockhurst@manchester.ac.uk
Dr Ryan Cochrane	MSB A.4034a	ryan.cochrane@manchester.ac.uk
Dr. Katharine Coyte	MSB. A.4035	katharine.coyte@manchester.ac.uk
Dr. Sara Federici	CTF	sara.federici@manchester.ac.uk
Dr. Danna Gifford	MSB D.44414	danna.gifford@manchester.ac.uk
Dr. Rebecca Hall	MSB B.1084	rebecca.hall-1@manchester.ac.uk
Dr. Claudia Igler	MSB B.1084	claudia.igler@manchester.ac.uk
Dr. Rok Krašovec	MSB A.4032	rok.krasovec@manchester.ac.uk
Dr. Chris Knight	MSB A.4031	chris.knight@manchester.ac.uk
Dr. Mato Lagator	MSB A.4032	mato.lagator@manchester.ac.uk
Prof. Sophie Nixon	MIB	sophie.nixon@manchester.ac.uk
Dr. Matthew Shepherd	MSB A.4034a	matthew.shepherd-2@manchester.ac.uk
Dr. William Smith	MIB	william.smith-4@manchester.ac.uk
Dr. Raveen Tank	MIB	raveen.tank@manchester.ac.uk
Dr. Fiona Whelan	MSB A.4027	fiona.whelan@manchester.ac.uk
Dr. Rosanna Wright		rosanna.wright-2@manchester.ac.uk

Directories

MERMan Lab Representatives

Person	PI	Office	Email
Eric Chapman	Claudia Igler	MSB B.1070	edwin.chapman@manchester.ac.uk
Jeremy Dejardin	Mato Lagator	MSB A.4033	jeremy.dejardin@manchester.ac.uk
Louise Flanagan	KKG (Knight, Krašovec and Gifford)	MSB A.4033	louise.flanagan@manchester.ac.uk
Christian Harrison	Mike Brockhurst	MSB D.4415	christian.harrison-2@manchester.ac.uk
Hannah Jones	Fiona Whelan	MSB A.4030	hannah.jones-4@manchester.ac.uk
Magdalena Kurteu	Mike Brockhurst, Kat Coyte and Sophie Nixon	MSB A.4033	magdalena.kurteu@manchester.ac.uk
Rebecca Lowry-Palmer	KKG	MSB D.4415	rebecca.palmer@manchester.ac.uk
Logan Sauers	Kat Coyte	MSB B.1070	logan.sauers@manchester.ac.uk
Matthew Shepherd	Matthew Shepherd	MSB A.4034a	Matthew.shepherd-2@manchester.ac.uk
Will Smith	Will Smith	MIB	william.smith-4@manchester.ac.uk

Directories

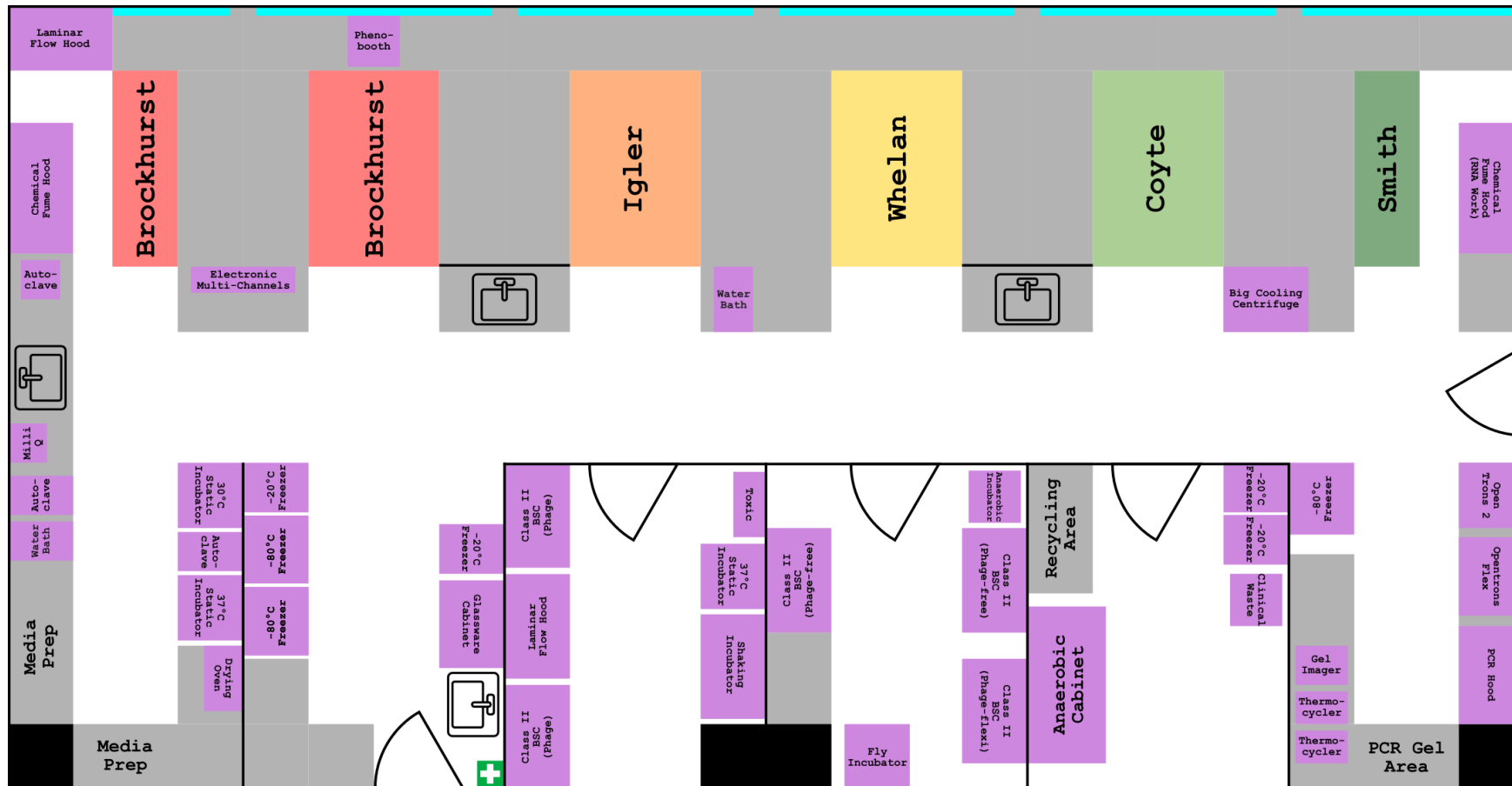
Useful Contacts

Role	Name	Contact
Technical Operations Managers (TOMs) - deal with health and safety and other general lab enquiries	Joanna Woodburn (Floors 1 and 2)	joanna.woodburn@manchester.ac.uk
	Becci Higgins (Floors 3 and 4)	Rebekah.higgins@manchester.ac.uk
	Natalie Terry (Deputy for all Michael Smith)	natalie.terry@manchester.ac.uk
BioMed Corridor Infrastructure Support Team ("The Steves")	Stephen Fawkes (BMC Support Team)	Stephen.A.Fawkes@manchester.ac.uk
	Steve Whittaker (Senior Infrastructure Technician)	Stephen.P.Whittaker@manchester.ac.uk
	Matt Horden (Infrastructure Technician)	matthew.hordern@manchester.ac.uk
Michael Smith Reception (contact for access for visitors, also keep the stationary cupboard key at reception)	Rachel MacGregor	smith.reception@manchester.ac.uk
Security		01613069966
EIGEN admin (for dpt. credit card purchases, key travel questions, other office admin questions)	Marianne Halfpenny	eigen@manchester.ac.uk
	Helena Collins	<i>Note: if you are in a different faculty or department, you may need to contact your own admin</i>

Facilities

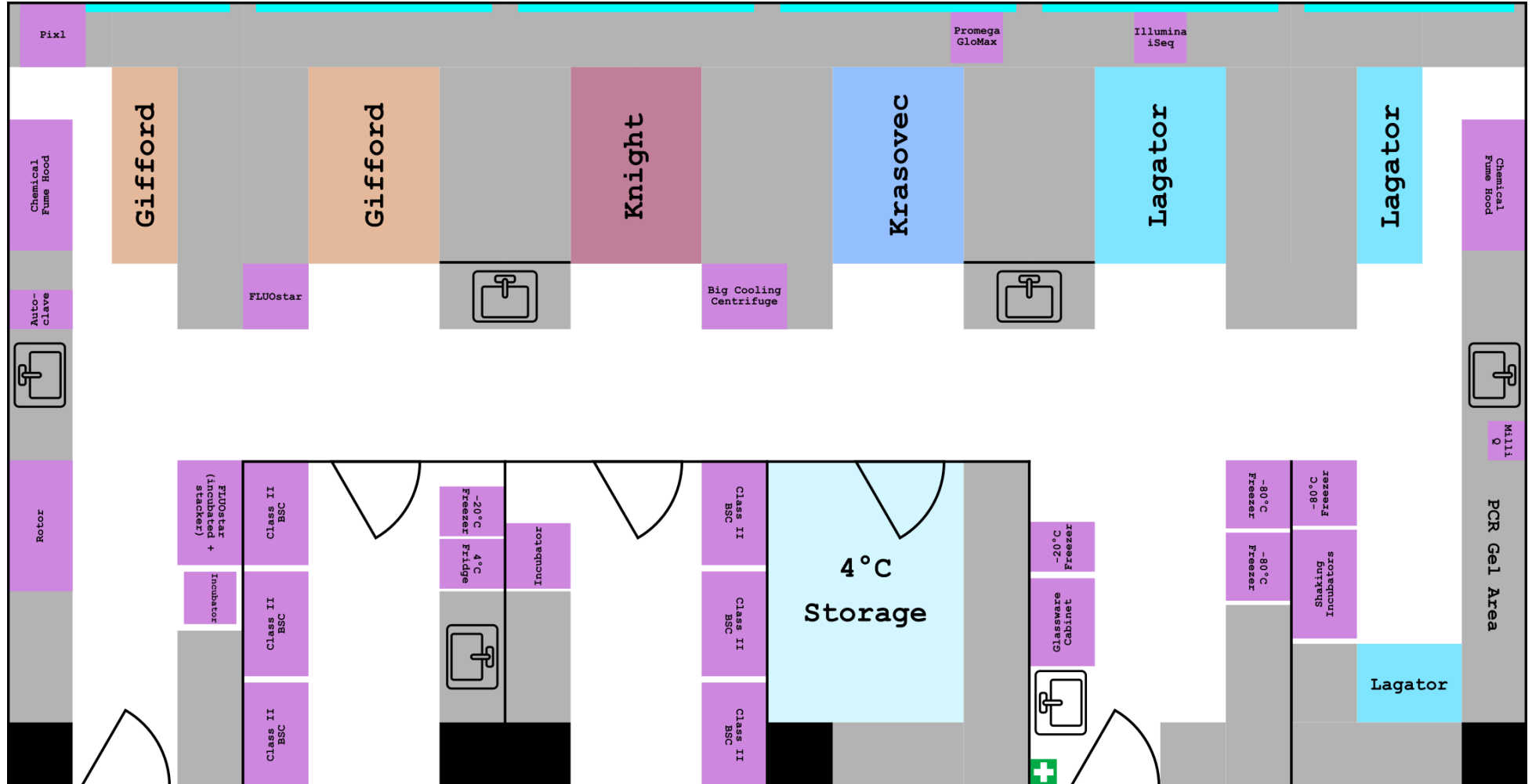
Facilities

The MERMan Labs (A.4040, D.4401, D.4510) contain a variety of equipment, workstations, and resources for the research labs it houses, some of which is additionally shared with the research groups in the wider MERMan cluster. There is a rough schematic of the labs space below:



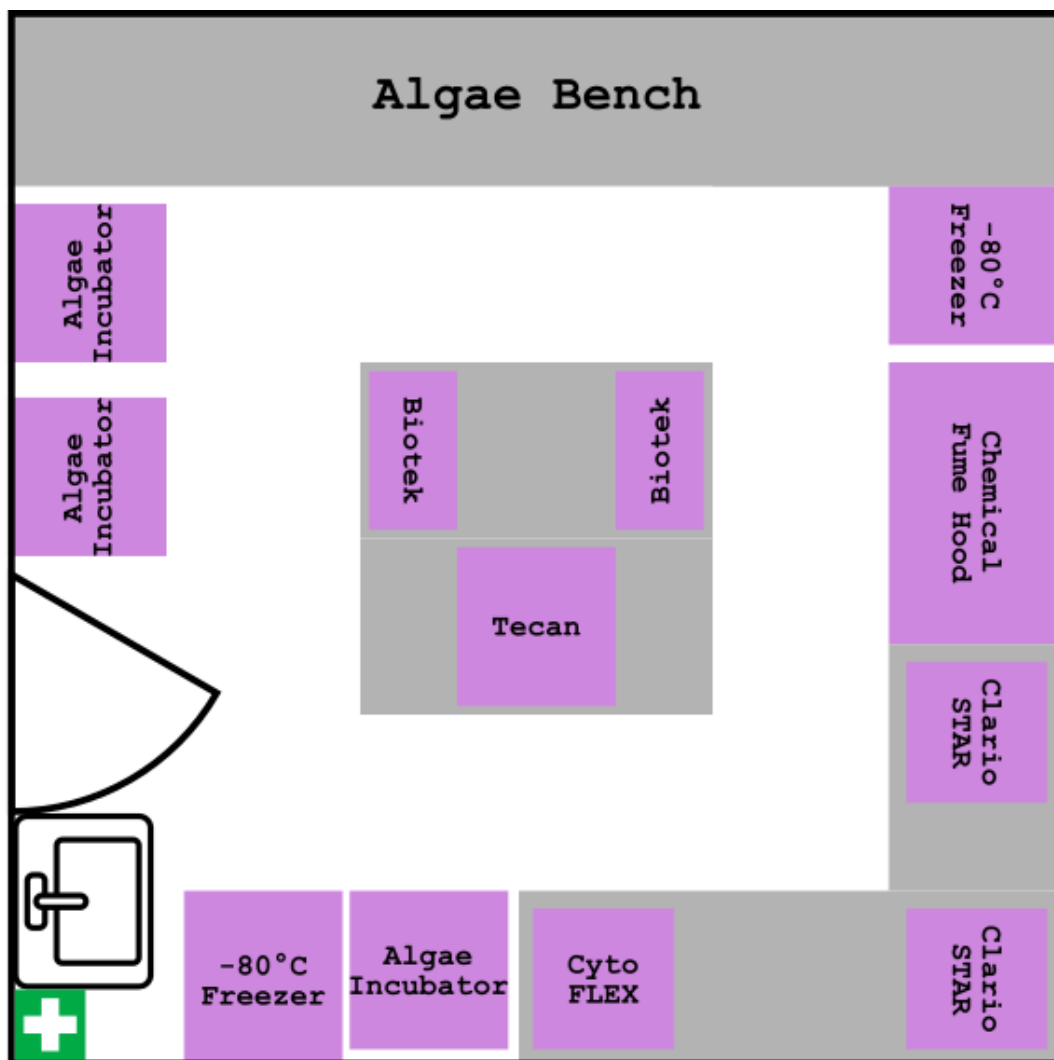
Facilities

D.4401 Lab Area



D.4510 Lab Area

Facilities



Shared equipment requiring additional training before use:

Facilities

Equipment	Brief description	Room	PI	Trainers	Contact information
PCR Hood	Clean hood for PCR prep	A.4040	Fiona Whelan	Logan Sauers Hannah Jones	
Flow cytometer	Count / analyse individual bacterial cells	D.4510	Mike Brockhurst Danna Gifford	Logan Sauers Erika Hansson	
Autoclaves	Sterilise media / equipment	A.4040 D.4401	Mike Brockhurst (benchtop priorclave); Mato Lagator (floorstanding priorclave) KKG (Chris Knight, Rok Krašovec, Danna Gifford) benchtop priorclave D4401	Eric Chapman Christian Harrison Jeremy Dejardin Jonathon Foldi Deniz Ozbilek Louise Flanagan	Priorclave Phone: 020 8103 0465 service@priorclave.co.uk
Opentron OT-2	Automated liquid handling	A.4040	Mike Brockhurst	Matt Shepherd Jeremy Dejardin Drew Thornley	
Opentron Flex	Automated liquid handling with more space	A.4040	Fiona Whelan	Mel Lawson	
PIXL Robot	Automated colony picking	D.4401	Mato Lagator	Louise Flanagan Magdalena Kurteu	Singer Instruments (Manufacturers of the PIXL, ROTOR, and Phenobooth) Phone: +44 (0) 1984 640226

Facilities

					2Email: technicalsupport@singerinstruments.com
ROTOR Robot	Transfers between 96/384 well etc plates	D.4401	Mato Lagator	Louise Flanagan Magdalena Kurteu Deepanshi Karwall Michelle Hardman	"
Phenobooth	Takes pictures of petri dishes and rectangular plates. Has UV filter to take pictures of fluorescent plate colonies	A.4040	Mato Lagator	Matt Shepherd Michelle Hardman Taoran Fu	"
Large cooling benchtop centrifuges	Spin down plates / falcon tubes	A.4040 D.4401		Matt Shepherd Jeremy Dejardin Logan Sauers	
Anaerobic chamber	Handling / culturing anaerobic microbes	A.4040	Kat Coyte	Hannah Jones Mel Lawson	
Tecan SPARK platereader / stacker	Automated OD measurements	D.4510 & A.4040	Mike Brockhurst	Taoran Fu	
BMG Clariostar platereaders	OD / fluorescence measurements	D.4510	Mato Lagator	Eric Chapman Christian Harrison	
Biotek platereaders	OD measurements (4 plates in parallel)	D.4510	Mike Brockhurst	Matt Shepherd Christian Harrison	
BMG Omega Platereader	OD / fluorescence measurements	D.4401	Danna Gifford	Danna Gifford, Louise Flanagan, Magdalena Kurteu	

Facilities

BMG FLUOstar Omega	OD / fluorescence measurements automated injection	D.4401	Danna Gifford	Danna Gifford Jeremy Dejardin	
QPCR Quant Studio 1	qPCR	A.4040	Mike Brockhurst	Logan Sauers Katie Sagarin Laura Santamaria-Rubio Ingrid Herdzik	
Qubit	Quantitating DNA/RNA/Protein concentration	D.4401	Mato Lagator	NA	
Uridot	Precise colony stamping (MIC assays, high throughput phenotyping)	A.4040	Mike Brockhurst	Matt Shepherd	

Lab Conduct

Lab Conduct

This section outlines some general principles for good conduct when working in the MERMan labs, and scientific research labs more broadly.

Health and Safety

Prior to conducting any lab work ensure relevant risk assessments are read and signed. Where risk assessments are not already in place, new ones should be created

Anaerobic chamber gas alarm:

(See figures on page 14)

- The anaerobic chamber, shown in figure 1, is located in the side room (A.4044) of A.4040.
- Gas sensors are present in A.4044 to detect any gas leaks that may occur from the chamber or the gas cylinders (figure 2).
- The sensors are connected to the 'SafeGuardLite' alarm system that is located on the wall outside of A.4044 (figure 3)
- If alarm sounds and the panel of the 'SafeGuardLite' alarm systems is red, **leave the area, do NOT enter the room and alert others in the lab.** Immediately call **both** Stephen Fawkes (07786701150) **and** campus security (0161 306 9966).

Fire alarm:

- Practice alarm at 11 am on Tuesday. Leave the building if the alarm sounds continuously. Intermittent alarms mean there is a fire in an adjacent building – you don't need to evacuate immediately but you should be prepared to leave if the alarm sounds continuously.

Gas supply panel:

- Gas emergency shutoff (big red button on the wall near the cryogenic freezers in A.4040. There is no gas in D.4401).

General Health and Safety:

- When in the lab corridor, follow the **one-glove policy** – only one hand may be gloved, and communal surfaces must only be touched with the ungloved hand
- Food and drink (including chewing gum) are not permitted within the laboratory areas
- It is extremely important to adhere to Health & Safety policy, risk assessments etc – not just for your own safety but that of others too
- Ask your line manager for key health and safety information and forms for your specific project. A repository of H&S forms can be found in the MERMan sharepoint

Lab Conduct

- Prior to working with any chemicals, familiarise yourself with the chemicals storage in the MERMan labs [here](#)

Immediate Response to Laboratory Incidents:

- **Breakages** – sweep broken glass and dispose in blue glass bin
- **Spills** – spill kits are located outside of A.4040 (Green bin). These contain sand/pads for absorbing spills
- **First aid kits** are located in the laboratory entrance area

Lab Conduct



Figure 1. Anaerobic Gas Chamber



Figure 2. Gas sensors placed by the gas cylinders in A.4044 to detect any gas leaks



Figure 3. SafeGuardLite gas monitoring system. If the panel turns red and alarms do not enter the room. Alert the required personnel as shown on the sign.

Lab Conduct

Appropriate Laboratory Attire:

- Lab coats must be worn at all times
- Open-toed shoes cannot be worn in the lab
- Gloves and other PPE should be worn when appropriate
- Long hair must be tied back when appropriate (e.g. working with an open flame)

Standard Operating Procedures

Autoclave bins:

- Use two autoclave bags in each autoclave bin
- Autoclave bins should be emptied when they are 2/3 full
- We have specific bins (the tall bio-bins) for stripettes in both labs, so please use these! Otherwise, if the stripettes are put in with the other autoclave waste it can cause the bags to tear, leaving potentially harmful waste to spill on to the floor (or onto a person!)

Cold Room:

- The cold room is a shared space in the D.4401 lab where items can be stored at $\sim 4^{\circ}\text{C}$
- All items should be stored in boxes or trays with the owner's name, PI name, and a "need until" date, and organism name if appropriate.
- Any loose and unlabelled items are liable to be disposed of. Items past their "need until" date are also liable to be disposed of
- Do not store items in the cold room for extended periods (more than 6 months approx.) as there needs to be room for everyone to use the space (and the longer things are left there, the higher the chance they will be forgotten!)
- Never put any cardboard in the cold room as it will go mouldy

Labelling Samples and Reagents:

- Properly label your work – with your name, the date and the organism being used (very important in a category 2 lab)
- Label all media or other reagent you make yourself, along with the date it was made

Lab Conduct

Lab Etiquette

Biosafety Cabinets:

- Safety cabinets should be wiped down with 70% ethanol before and after use
- Make sure you leave the area around the cabinet tidy (do not abandon empty tip boxes etc) once you are done and empty the autoclave bin you used if it is starting to get full

Fume Hoods:

- Always close the sash once you are done!!
- Should be kept as empty as possible
- Solvents can be left to vent for short periods but must be removed

Media Preparation Area:

- The media preparation area in A.4040, including surfaces and scales should be wiped down with 70% ethanol after use
- Do not leave the remnants of mystery powders on the scales; no one will know what this is and whether it is hazardous or not

Shared Equipment and Spaces:

- All equipment is shared but you should still ask permission to use it and be trained in how to use it (even if it is on the booking system). See list of equipment on page 10
- Remember the extra responsibilities if you are working late or the last person out – lights, equipment switch-offs, check around lab for key health and safety concerns: are all bunsens off? Are safety cabinets off and is UV cleaning on (if appropriate)? Are all fridge/freezer and incubator doors secure?

Being a Good Lab Citizen:

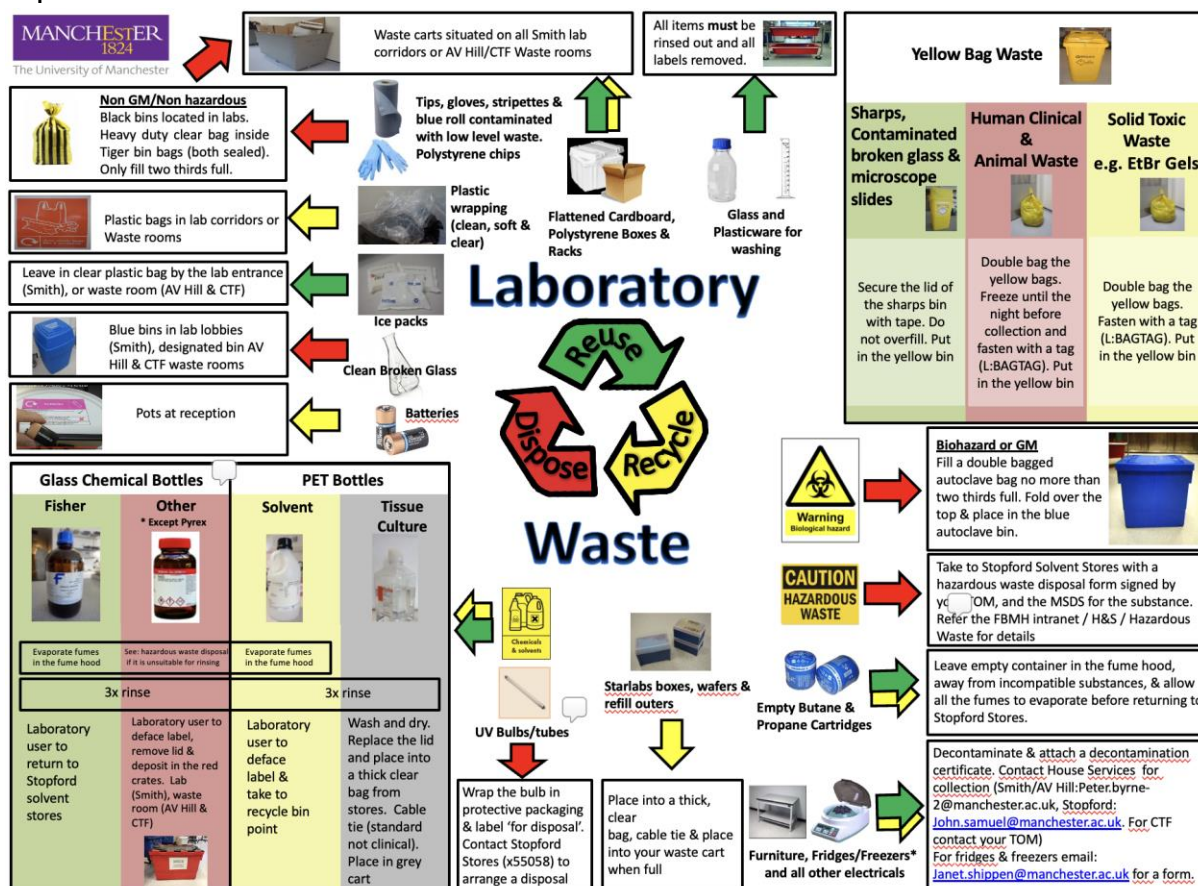
- Keep shared areas and equipment clean and tidy, ready for the next person, particularly media prep areas
- Communicate with other lab members regarding shared equipment use – using booking systems, cancelling un-needed bookings, punctuality with time slot bookings and communicating with the next person if you know you will run over time
- Be considerate of others when using shared consumables – order your own supply if you plan to use a large amount of an item. Ensure you replenish stocks or communicate shortages to avoid running out
- If you do not have ordering permissions, ask another member of MERMan for help with this
- 'Treat the experiments of others how you would wish your own to be treated' – spot something amiss? – fix the issue or find the person

Lab Conduct

Waste streams

It is vital that we all understand how to safely and sustainably dispose of lab waste. Before attempting ANY experimental work, consider what waste you will produce and how you will dispose of it. This is especially important for hazardous substances (including antibiotics) - you MUST describe how you will dispose of these as part of signing off your COSHH / SOP paperwork.

The following flow chart covers most of waste streams you will need. You can download it [here](#), and it's displayed on the lab door. If in doubt, consult a lab rep.



Further information on FBMH waste streams, including biological cytotoxic / sharps / radioactive waste) is available via StaffNet.

<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/waste/>

Lab Conduct

Recycling

We have lab bins for the following recyclables. Do not overfill bins – empty them into the appropriate waste cart as directed by the flow chart.

- **Card and Cardboard** (flatten boxes first) - loose in waste cart
- **Paper** – clear plastic bag in waste cart
- **Polystyrene** – loose in waste cart
- **Soft plastic** (should be clear and stretchy) - in clear plastic bags in waste cart
- **Ice packs** – in clear plastic bag outside lab entrance
- **Batteries** – in pots at reception
- **Dry ice** – do not leave in the sink, either return to the dry ice container or leave in the fume hood to sublimate (evaporate)
- **Hard Plastics** – for chemical bottles they must be rinsed out and the label removed. Recycling box in A.4040 (A.4044)
- **Starlab Tip Box Inserts** – inserts can be recycled by placing in relevant bins/bags around A.4040 and D.4401

Lab Induction

MERMan Labs Training Checklist		
Name:		
Trained by:		
Faculty Wide Training	Date	Initial
Local lab induction checklist		
Michael Smith building induction		
Accessed additional starter training		
MERMan Specific Training		
Lab tour of all MERMan facilities		
Tour of shared workspaces: cold room, media prep area, PCR area, anaerobic chamber		
Locations of shared equipment		
Etiquette for shared equipment		
Access to booking system		
Access to MERMan Slack		
Access to MERMan Teams/Sharepoint		
Read lab etiquette		
Waste Streams		
Contaminated waste – double bag autoclave bags		
Stripette bins		
Non-hazardous waste (tiger bins)		
Sharps bins		
Clinical waste		
Recycling – paper, cardboard, plastic, packaging		
Broken glass		
Pipette inserts		
Ice packs		
Safety Training		
Main lab hazards		
Fire Extinguishers		
Electrical Isolation		
Gas Shutoff		
Misc Training		
Ordering		
Ethanol Approval		
Lab/group rota		
Consumable storage		
Smith Glassware		
Lab coat – storage and disposal		
Fume hoods		
-80 Use and maintenance		
Dry ice		
Autoclave Maintenance		

Lab Induction

Lab Induction

Information for new starters

Below are details of a variety of inductions, courses and other things you will need as a new member of our team.

Find a printable version of the above checklist [here](#).

Mailing Lists

As a new starter it's a good idea to subscribe to some key mailing lists to keep up to date with what is going on in MERMan and in the Michael Smith Building.

MERMAN mailing list

To send an email to the list: MERMAN@LISTSERV.MANCHESTER.AC.UK

To contact the list owner: MERMAN-request@LISTSERV.MANCHESTER.AC.UK

To subscribe to the list: send an email to listserv@listserv.manchester.ac.uk with the text:

subscribe MERMAN

The MERMAN mailing list is used for things like seminar and event announcements and is open to everyone (including people not in MERMan). To send/receive an email **only to people in MERMan** for urgent or important lab news or changes please subscribe to and use:

MERMAN-CORE@listserv.manchester.ac.uk

Michael Smith Building Announcements

Email Michael Smith reception (SMITH.RECEPTION@MANCHESTER.AC.UK) and ask to be added to SMITH-ALL@LISTSERV.MANCHESTER.AC.UK

You can find a (very incomplete) list of mailing lists here:
<https://listserv.manchester.ac.uk/cgi-bin/wa?INDEX>

Other useful mailing lists

Antimicrobial Resistance - amr-network@listserv.manchester.ac.uk

Lab Induction

Journal Club - EXP-MOL-EVOL-JC@listserv.manchester.ac.uk

Manchester Microfluidics Network - M-M-N@listserv.manchester.ac.uk

Mathematics of Life Sciences - math-lifesci-seminar@listserv.manchester.ac.uk

Monthly Phage Meetings - fun-with-phages@listserv.manchester.ac.uk

Induction, Training Courses, and Building Access

Faculty of Biology, Medicine and Health

<http://www.staffnet.manchester.ac.uk/bmh/>

Here you will find information specific to our Faculty including very useful contact information for all staff

(Most of this is specific to staff members of the University and unrelated to students)

New Starters Webpage

<http://www.staffnet.manchester.ac.uk/human-resources/new-staff/>

Here you can find all the essential information required by new staff to The University of Manchester including information on how to get your staff card and set up your IT account.

Induction

The University has adopted a policy of mandatory induction for all new and transferring staff. All new members of staff will receive a New Staff Induction and Information Booklet from HR. A local induction will be coordinated through your line manager.

Leaving

When it comes time to leave the MERMan group, there is a checklist to help you make sure everything is handed over correctly and left in an orderly manner.

Please see the leaving checklist, linked [here](#).

Training courses

It is mandatory to complete the **FBMH Health and Safety training**. You can access this course on Canvas. You can log in to Canvas and you should be already registered in this course.

<https://canvas.manchester.ac.uk/courses/83744>

In case the course is not in your current course list, please send an email to FBMHhealthandsafety@manchester.ac.uk

Michael Smith Building Induction

<https://app.manchester.ac.uk/training/profile.aspx?unitid=7766&parentId=4>

(must be done to get building and out of hours access)

Lab Induction

Information security and data protection

<https://www.staffnet.manchester.ac.uk/igo/training-and-support/>

Most of the other development training courses are in:

<https://app.manchester.ac.uk/training/default.aspx>

- **Fire Awareness E Learning - TLCF100**
- **Assessing Display Screen Equipment - TLCO100**
- **FBMH LabCup User Training - FBMHLC001**

University of Manchester ID Card

All staff and students should carry their staff/student ID card with them at all times. This is also needed to gain entry into some buildings as well as the University Library. To obtain your card you are required to visit HR Services in the Simon Building.

Further information about staff/student ID cards:

<http://www.staffnet.manchester.ac.uk/employment/joining-the-university/staffcards/>

Out of hours access

- Core working hours are 8am-6pm Monday-Friday.
- Staff and Postgraduate students with a need to work outside of these hours will need to complete a relevant risk assessment and get approval from their line manager. This approval will then need to be forwarded to reception.
- **Undergraduate students are not permitted to work out of hours under any circumstances.**
- Cards must be activated to give access to the building outside of core hours. You will need to see the reception who will give you a pin and you must remember to sign in and out of the building using the book kept on the reception desk.
- Out of hours access is the door to the right of the revolving doors.
- Security are present at the reception desk out of hours and will periodically walk around the building.

Colouring in page!



Image: **Olga Rakovets** (<https://www.vecteezy.com/members/sunnycoloring>)

Lab Rotas and Task Lists

Lab Rotas and Task Lists

Each MERMan lab has its own organisation system for keeping on top of shared consumables, cleanliness, waste streams, and other management tasks. Depending on the group you are a part of, you will be expected to participate in the upkeep of the lab you are primarily based in (D.4401 or A.4040)

In addition to these, some general principles applicable in all labs are outlined below:

1. Lab cleanliness

It is important for a variety of health and safety reasons- as well as reducing risks of contamination- to keep work areas clean and tidy, and prevent bins from overfilling.

- Empty bins you have been using when 2/3 full- do not overfill them. This includes general waste, biohazard bins, tip discards and serological pipette discard boxes
- Clean and tidy work areas and surroundings that you have used- wipe up spills/dirt, tidy away equipment and keep workstations and walkways cleared.
- Check around work areas when you finish, especially around bins and tip discards – look for items that ‘missed’ the bin/discard.

2. Consumable stock monitoring and communication with ordering

Communicating low stock levels of increased use of consumables to those on rota duty or responsible for ordering, this is essential to avoid shortages.

- Communicate the scale of your work to the group and to those on rota duty if you plan a large experiment and anticipate increased consumption of a particular shared item. (And order for yourself if you need an amount beyond typical).

A.4040 Lab Rota

If your group is based in A.4040, you will be added to a rota system for lab admin management. This operates as a trio of workers on ‘rota duty’ each month, who are responsible for a variety of shared admin tasks, listed below. Do not worry if you are new and unfamiliar with working with A.4040 (or labs in general), we do not expect new starters to be on rota duty until they have settled in for 6 months, and you will be on rota with two other experienced lab workers, who can show you the ropes.

Lab Rotas and Task Lists

The names of those on rota duty for A.4040 are written on the whiteboard to the right of the A.4042 side room. Lists of consumables on order or needing to be ordered are also added to this whiteboard.

A.4040 Rota Task List:

Below is a list of tasks that the rota trio are responsible for during their month. These tasks must be done at the indicated frequency, but it is up to the trio on duty regarding when to do these, and how to divide up the tasks.

Important: Do not attempt to clean a piece of equipment without having been trained on it first, or shown how to clean it by a more experienced lab user. Seek help if you are unsure.

Task	What it involves	Frequency
Clean autoclaves	For both A.4040 autoclaves, siphon off water and replace, wipe off any scum/residue inside chamber	Monthly
Clean waterbaths	For both A.4040 waterbaths, empty out water and replace, add disinfectant	Monthly
Clean/declutter shared workspaces	For the media prep area, PCR area, sinks, end of bay spaces: wipe surfaces, and declutter (tidy away items, put bottles or measuring cylinders into cleaning, etc)	Monthly
Check Sharps bins	Dispose of any sharps bins which are (a) 2/3rds full or (b) 3 months from beginning of use.	Monthly
Check Bins	Check and put out any full bins, if > 4 are full, instead post on slack reminding people this is a communal task	Weekly
Check Clinical Waste Bin	Check if the yellow clinical waste bin in the side room is full. If full put in corridor in front of A4040. Bins are collected Wednesday and Friday am.	Monthly
Check Recycling	Check and empty out full recycling streams, if >4 are full, or any are overflowing, post on slack reminding people this is a communal task	Weekly
Stock check shared consumables	Check stock levels for all shared consumables, order those that are below minimum levels, refill empty boxes / dispensers.	Weekly
Check ethanol tanks, order + collect ethanol	Check the 70% ethanol tanks, prepare and refill with 70% ethanol if needed. Check stocks of ethanol (96 and 99%), order and collect from Stopford stores (open Mon-Fri	Weekly

Lab Rotas and Task Lists

	14:00-14:30). Make sure to return empty bottles!	
Clean/declutter chemical fume hoods	Wipe down interior surfaces, remove clutter from chemical fume hoods assessing?)	Monthly
Make fresh TBE/TAE, rinse out gel tanks	If stocks of TBE/TAE are low, make fresh buffer. Rinse out gel tanks / discard old buffer.	Monthly

Currently agreed shared A.4040 consumables

Below is a list of all shared consumables available in A.4040. You should keep an eye on stock levels of these as you work, and report shortages to those on rota duty. (we have a sheet with many of the ordering codes for these). When ordering consumables, use a grant code from your group, and keep a record of how much was spent so that we can ensure equitable distribution of costs (There is an order log excel sheet for this purpose, which can be found under the A.4040 lab admin folder on sharepoint)

Ethanol 96% and 99%
30ml Diamond Weigh Boat (65x87mm)
100ml Square Weigh Boat (80x80mm)
Virkon (500 g)
Chemgene
Blue roll paper towel (for lab use)
Blue roll paper towel (for handwashing use)
Lab Guard Hand soap / Carex soap
Large Nitrile Gloves
Medium Nitrile Gloves
Small Nitrile Gloves
Extra Small Nitrile Gloves
Tiger stripe bin bags
Clear refuse sack (for tiger stripe bins)
Small Autoclave bin bags (302mm x 608mm)
Medium Autoclave bin bags (413mm x 632mm)
Large Autoclave bin bags (608mm x 766mm)
Clear bin bag (for recycling)
Magnetic stirrers
Plastic pouring lips for media bottles
Autoclave tape
Masking tape
TAE 50x buffer stock
Micropore tape (for sealing 96-well plates)

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Sharps bins
Tall cardboard bins for serological pipettes
Pipette discard bin bags (fit in sweetie jar pipette tip discard pots)
Disinfectant for waterbaths

D.4401

There are two research groups based in D.4401 (Lagator and KKG) and each have their own ordering and lab rota systems. However, there is a shared consumables list for the whole lab. This list includes items that are needed for general lab use and in shared areas of the lab. It can be found in the D.4401 folder on the MERMan sharepoint ([D.4401](#)). There you can also find the ordering rota and a spending spreadsheet where you should input how much has been spent per grant code for your month. Each of the four PIs (Danna Gifford, Mato Lagator, Chris Knight, Rok Krasovec) contribute codes for 3 months of each year. Contact them in advance of your month on the rota to ask which grant code to use.

There is a whiteboard on the door beside the sink as you enter D.4401 where you can write consumables that are running low. The name of the person on ordering should also be written there, so you can ask them for updates on orders or remind them if something has not been ordered. The person on ordering should also periodically check consumables stocks in the lab (ideally at the start of each month at least).

D.4401 Shared Consumables
30ml Diamond Weigh Boat 65x87mm (x250)
100ml Square Weigh Boat 80x80mm (x250)
larger square weigh boat (250ml) (x250)
v small (7ml) square boats (x1000)
Virkon (500 g)
Blueroll x24 pack
Handroll (handwashing sinks)
Handwash - labguard
Handwash - Carex antibac
Gloves Nitrile, extra-large
Gloves Nitrile, large
Gloves Nitrile, medium
Gloves Nitrile, small
Gloves Nitrile, extra-small
Tiger stripe bin bags (roll of 25)
Clear polythene bin bags (for inside tiger bags) (pack of 50)

Lab Rotas and Task Lists

Autoclave bin bags- small (302x608)
Autoclave bin bags- medium (625x406)
Autoclave bin bags- large (766x608)
clear refuse sack(for recycling etc)
1.5 ml Cuvettes (Fisher)

KKG (Knight, Krasovec, Gifford)

KKG currently has a rota system similar to A.4040 with three people in charge of all the lab tasks for each month. Information on the lab rota and KKG specific ordering can be found in the KKG sharepoint folder in the MERMan Teams channel.

Task	Info	Frequency
Tidying	Sweeping floor, cleaning sink areas, keeping lab tidy in general	Once a week
Waste and recycling	Take out tiger bags and autoclave bags when full. Including side rooms. Recycling includes: paper, plastic, cardboard, polystyrene and tip inserts.	Whenever needed, check every few days
Ordering	Order items on white board. Cross off once ordered and rub off once arrived	Check daily
Solvents	Make sure 70% ethanol tank is filled. Order and collect from Stopford stores (open Mon-Fri 14:00-14:30). Make sure to return empty bottles!	Collect ethanol once a month, refill tank when needed
Freezers	Scrape ice off-80 freezers and check for dust in vents of all freezers/fridges	Every 2 weeks
Autoclaves	Change water in autoclave and give the inside a wipe with ethanol	Every 2 weeks
Incubators	Add a few drops of cleaning detergent to water at base of incubator.	Once a week
Water and bead baths	For water bath: change the water and clean the inside of bath with ethanol. Add a few drops of cleaning detergent For the bead bath: take out the beads and soak in ethanol	Once a month

Lab Rotas and Task Lists

	overnight then dry the beads and put back. Also clean the inside of the bath with ethanol	
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Lagator

The Lagator group has a rota for group-specific ordering separate from the communal rota. All frequently-used consumables (PCR reagents, antibiotics, etc.) have a backup. Every time a lab member opens the backup, it is their responsibility to mark it on the Lagator whiteboard (hanging on the ULT freezer) so the person whose rota it is to order. It is considered good practice for members doing the ordering to check the whiteboard twice a week to ensure we never run out of necessary consumables. Infrequently-used and specialty reagents (lysozyme, antibodies, 384-well tips, etc.), as well as larger than usual quantities of common consumables are typically ordered by the end user directly.