

INITIAL CONTACT FOR ALL LAB AND MAINTENANCE ISSUES		Ahmed Gaballa (ag67)/Nicole Martin (nhw6) (MQIP)	
OUTSIDE MAINTENANCE SCHEDULING:	FREQUENCY (if required)	PRIMARY	SECONDARY
Balances (contact Bob)	Annually	Alan Bitar(apb33)	Shelley Clark(dml10)
Hoods, Bio Safety (done by Matt)	Annually	Ahmed Gaballa(ag67)	Sean Guo(xg47)
Spec 20's	Annually	Ahmed Gaballa(ag67)	Shelley Clark(dml10)
Hoods, Chemical	Annually	certification by Cornell	
Sending out equipment for Repair/repair coordination		Sophia H(sh988)	Sam Reichler(sjr267)
COMPUTER RELATED RESPONSIBILITIES:			
Git Hub		Renato Orsi(rho2)	Al Trmcic(at543)
Initial Contact for Computer maintenance & back up		CALS IT	Renato Orsi(rho2)
FSL web site (includes LMT holiday notices)		Luke Qian(cq87)	Nicholas Luongo(ndl32)
FSL WIKI		Sam Reichler(sjr267)	Luke Qian(cq87)
rpoB Database		Ahmed Gaballa(ag67)	Renato Orsi(rho2)
sigB Database		Renato Orsi(rho2)	
Ordering-Eshop (including primers)		Maureen Gunderson(mgg53)	Ahmed Gaballa(ag67), Aaron Jacobson(aj425)
Phone list and list serve		Sam Reichler(sjr267)	Sophia Harrand(sh988)
Strains database (Pathogen Tracker)		Martin Wiedmann(mw16)	Renato Orsi(rho2)
Lab primer database		Maureen Gunderson(mgg53)	Renato Orsi(rho2)
FSL Youtube		Luke Qian(cq87)	Sam Lau(sl2763)
MQIP Youtube		Sam R(sjr367)	Rachel E
COE Youtube		Alexa Cohn(arc326)	
ADMINISTRATIVE RESPONSIBILITIES:	FREQUENCY (if required)	PRIMARY	SECONDARY
Undergrad hiring (dish room etc.)		Alan Bitar(apb33)	
Dishroom supervision		Alan Bitar(apb33)	Ahmed Gaballa(ag67)
Accounts Receivable Tracking		Maureen Gunderson(mgg53)	Shelley Clark(dml10)
Billing: LMT, MQIP, WGS, Misc. (secondary will also approve invoices)		Maureen Gunderson(mgg53)	Shelley Clark(dml10)
Billing: Dairy Extension		Louise Felker(lmf266)	
Lab MUA		Ahmed Gaballa(ag67)	
Lab orientation		Rachel Cheng/Maureen Gunderson(mgg53)	Sophia Harrand(sh988)
Lab meeting coordination		Sophia Harrand(sh988)	
Animal protocols	Annually	Rachel Evanowski(rls58)	
Lab protocols (Assure updates when user identify issues, proactive ID of protocol issues)		Sam Reichler(sjr267)	Jordan Skeens (Rachel E?)
FSL number assignment		Maureen Gunderson(mgg53)	Martin Wiedmann(mw16)
Exit checklists		Nicole Martin(nhw6)	Martin Wiedmann(mw16)
Maintain list that tracks that everyone has completed chemical lab training		Maureen Gunderson(mgg53)	Nicole Martin(nhw6) (MQIP)
HASP Signage (once a year)		Ahmed Gaballa(ag67)	Nicole Martin(nhw6) (MQIP)
Mutants Construction & Record Keeping		Ahmed Gaballa(ag67)/Mutant Makers	Shelley Clark(dml10)
Responsibility list updates		Sophia Harrand(sh988)	Nicole Martin(nhw6) (MQIP)
Syringe (distribution and inventory)	Annually	Ahmed Gaballa(ag67)	Sean Guo(xg47)
Shipping & receiving dangerous goods		Ahmed Gaballa(ag67)	Tim DeMarsh (tad24)
APHIS permits		Maureen Gunderson(mgg53)	Ahmed Gaballa(ag67)
CDC permits		Ahmed Gaballa(ag67)	TBD
Staff meetings		Sophia Harrand(sh988)	Nicole Martin(nhw6)
Bench & desk assignment		Rachel C(ram524)	Nicole Martin(nhw6)/Rachel E(rls558)
INVENTORY:	FREQUENCY (if required)	PRIMARY	SECONDARY
Day-to-day consumables and media,		Alan Bitar(apb33)/Liping Wei(lw639)	Student Techs.
Chemical Inventory		Alan Bitar(apb33)/Liping Wei(lw639)	Student Techs.
Supply Inventory		Alan Bitar(apb33)	Liping Wei(lw639)
Package Receiving	Daily	Sean Guo(xg47); Zoe Wasserlauf (zdw7)	Maureen Gunderson(mgg53), Alan Bitar(apb33), Shelley Clark(dml10)

Enzymes & Primers:			
PCR & Sequencing		Rachel Evanowski(rle58)	Sam Reichler(sjr267)
Restriction Enzymes (PFGE & Other)		Shelley Clark(dml10)	Ahmed Gaballa(ag67)
Primer checks		Ahmed Gaballa(ag67)	Renato Orsi(rho2)

LAB HOUSEKEEPING:	FREQUENCY (if required)	PRIMARY	SECONDARY
Media prep and autoclave		Alan Bitar(apb33)/Liping Wei(lw639)	Student Techs.
PCR Rack De-contamination		Weekly Lab Audit Teams	
Lab clean-up coordinator	Quarterly	Sam B (sjb375) (Sophia H [sh988])	Sam Reichler (sjr267)
Lab self-inspection		Alexa Cohn (arc326)	Teams as appointed
Waste to dumpster		Weekly Lab Audit Teams	
Waste, bio-hazard liquid		Users	
Waste, bio-hazard solid		Users	
Chemical waste		Alan Bitar(apb33)	Sam Reichler(sjr267)
Soiled lab coats		Tim Lott(ttl47)	Sophia Harrand(sh988)
EQUIPMENT:	FREQUENCY (if required)	PRIMARY	SECONDARY
Eyewashes	Weekly	Alan Bitar(apb33)	Liping Wei(lw639)
Bioanalyzer		Alexa Cohn(arc326)	Ahmed Gaballa(ag67)
Masterclave		Alan Bitar(apb33)/Liping Wei(lw639)	Maureen Gunderson(mgg53), Sam Reichler(sjr267)
Pipettors		Ahmed Gaballa(ag67)	Zoe Wasserlauf (zdw7)
Plate Reader (Biotek)		Sophia Harrand(sh988)	Rachel C(ram524)
Nano Drop 2000c		Sophia Harrand(sh988)	Sam B(sjb375)
Q-Count		Sam Reichler(sjr267)	Nate Henderson(nh376)
Quant Studio		Alexa Cohn(arc326)	Rachel C(ram524)
Microfuges	Quarterly	Sriya Sunil(ss2633)	Sam B(sjb375)
Spiral platers	Quarterly	Sam Reichler(sjr267)	Nate Henderson(nh376)
Stomachers	Monthly if regularly used	Zoe Wasserlauf (zdw7)	Jordan Skeens
Temperature Checks		Sean Guo(xg47)/Tim Lott(ttl47)	Sriya Sunil(ss2633)/Nate Henderson(nh376)
Thermocyclers	Biannually	Sam Reichler(sjr267)	Zoe Wasserlauf (zdw7)
Ultrapure water machine		Alan Bitar(apb33)/Liping Wei(lw639)	Maureen Gunderson(mgg53)/Shelley Clark(dml10)
Waterbaths	Quarterly	Ruixi Chen(rc836)	Nate Henderson(nh376)
Centrifuge, Eppendorf 5810R	Quarterly	Ruixi Chen(rc836)	Jordan Skeens
Centrifuge, Sorvall	Quarterly	Ahmed Gaballa(ag67)	Tim Lott(ttl47)
Vacufuge	Annually	Sam R(sjr367)	Sriya Sunil(ss2633)
FREEZERS & COLDROOMS:			
Alarm response		Rachel Evanowski(rle58)/610-442-9379, Sam Reichler(sjr267)/518-894-9629, Rachel Cheng /509-981-4259, and Martin/607-227-5903	
Freezers, -20 (schedule defrost and inventory)	Quarterly or as needed	Rachel C(ram524)	Ahmed Gaballa(ag67)
Freezers, -80 (scraping and vacuuming filter)	Monthly	Rachel Evanowski(rle58)/Zoe Wasserlauf(zdw7)	Maureen Gunderson(mgg53)
-20 and -80 Alarm Tests	Quarterly	Alan Bitar(apb33)	Luke Qian(cq87)
Cold Room Housekeeping Reminders and Shelf Assignment		Alex Belias(amb629)	Sam Lau(sl2763)
Cold Room Temp Recorder Records		Nate Henderson(nh376)	Rachel Evanowski(rle58)
Tower organization and assignment		Maureen Gunderson(mgg53)	
GEL IMAGING ROOM:	FREQUENCY (if required)	PRIMARY	SECONDARY
Trash		Weekly Lab Audit Teams	Users
UV box and ethidium bromide stain		Samantha B	Shelley Clark(dml10)
TISSUE CULTURE:	FREQUENCY (if required)	PRIMARY	SECONDARY
Incubators		Ruixi Chen(rc836)	Alexa Cohn(arc326)/Sean Guo(xg47)
Liquid N2		Ruixi Chen(rc836)	Alexa Cohn(arc326)/Sean Guo(xg47)
Tissue culture cell maintenance		Ruixi Chen(rc836)	Alexa Cohn(arc326)/Sean Guo(xg47)
CO2		Ruixi Chen(rc836)	Alexa Cohn(arc326)/Sean Guo(xg47)
PHAGE MAINTENANCE:			
Salmonella phages		Shelley Clark(dml10)	
Listeria phages		Shelley Clark(dml10)	
LABORATORY FOR MOLECULAR TYPING:	FREQUENCY (if required)	PRIMARY	SECONDARY
PFGE :			
Client samples		Shelley Clark(dml10)	Sean Guo (xg47) (Sophia Harrand(sh988))

-20 and -80 Alarm Tests	Quarterly	Alan Bitar(apb33)	Luke Qian(cq87)
BioNumerics Analysis and Report Writing (secondary and tertiary will also be report reviewers)		Shelley Clark(dml10)	Sophia Harrand (sh988)
Chef DR-2, Chef Mapper (PFGE) maintenance		Shelley Clark(dml10)	Sean Guo(xg47)
Nestle review (respond to annual questionnaire)		Shelley Clark(dml10)	
Whole Genome Sequencing:			
Sample Prep and Processing		Sean Guo(xg47)	Sophia H(sh988)
Client Isolate Receiving Processing		Shelley Clark(dml10)	Sean Guo(xg47)
Data Analysis & Reporting		Renato Orsi(rho2)	Shelley Clark(dml10)