Auclair Lab Standard Operating Procedures

Milli-Q Water

1) Each group using Milli-Q water should have at least 2 Milli-Q water containers, each clearly labelled as “Milli-Q water”.
2) To get one of your containers refilled with Milli-Q water, leave it in the designated area outside of OM200 before 8:15 am.
3) The container will be ready for pick up by 9:30 pm that day.

-80°C Freezer

1) **At least 24 h before** picking up or returning samples from the -80°C freezer, you will need to sign-up on the Auclair Group -80 Freezer Google calendar (sign up with your email address) for a 10 min time slot.
2) After closing the freezer, please disinfect the door handle using a paper towel soaked with 70% ethanol. A spray bottle containing 70% ethanol will be available near the freezer.
3) Importantly, the freezer cannot be accessed if someone is using the centrifuge, the microtiter plate reader, or the autoclave. You may have to wait for the users to move temporarily.
4) Access to the calendars can be provided by emailing daniel.therien@mail.mcgill.ca

Borrowing Chemicals

To request a chemical:

1) Locate the chemical of interest on the MyLabs Inventory
2) Contact AuclairLab@gmail.com with your request at least 24 h in advance
3) Wait to receive a confirmation email that your chemical is available in the quantity that you require
4) Once you have received a confirmation email, bring an empty closed vial labelled with the compound name, quantity, and your email address to the box marked “Chemical requests” located outside of the Auclair Lab (OM200)
5) Wait for the confirmation email that your chemical has been prepared for pick-up and will be waiting for you outside of OM200 in the secondary container designated “Chemical Pick-Up”

For chemicals that **cannot be left outside** of the OM200 lab, please write to us at AuclairLab@gmail.com for special scheduling instructions.

Microtiter Plate Reader

1) Only users previously trained on this instrument are allowed at this time
2) You need to book time on the instrument **at least 24 h prior** to using it. No more than 3 hours at a time is allowed without permission from Prof. Auclair (email karine.auclair@mcgill.ca). Please cancel any appointments that you do not need. Sign-Up on the Auclair Group Centrifuges/Plate Reader/Autoclave Google calendar by entering your email address (access to the calendars can be provided by emailing Daniel.therien@mail.mcgill.ca)
3) The plate reader cannot be used if someone has booked the centrifuge or the autoclave
4) Come to OM200 with your experiment plate already prepared and enough gloves. There are no pipettes or other equipment available for use.
5) Be sure to wear your lab coat, lab glasses, and a mask. Upon immediate entry into OM200, put on clean gloves and proceed directly to the equipment you need to use. Do not touch anything until you get to the equipment and can sanitize as described below.
6) Only 2 people are allowed in the BioLab (OM201) at a time. Be sure to maintain 2 meters distance at all times.
7) Spray gloved hands with the designated 70% ethanol before using the plate reader. A 70% ethanol spray bottle and paper towels will be provided near the plate reader at all times. If the bottle is running low, let any present Auclair lab member know in person (or email karine.auclair@mcgill.ca).
8) If it is a long experiment, please consider returning to your own lab space rather than waiting at the plate reader. This is particularly important if other Auclair lab members require nearby shared equipment.
9) At the end of your experiment, turn off temperature control on the plate reader (if used).
10) Liberally apply 70% ethanol to paper towels and use to wipe down the laptop keyboard, the mouse, the outside of the plate reader, the bench space surrounding the plate reader, and the door knobs. If you touched any other surfaces in OM200, also wipe those.
11) Direct any concerns or questions to karine.auclair@mcgill.ca

Large Centrifuge

1) Only users previously trained on this instrument are allowed at this time
2) You need to book time on the instrument at least 24 h prior to using it. Please cancel any appointments that you do not need. Sign-Up on the Auclair Group Centrifuges/Plate Reader/Autoclave Google calendar by entering your email address (access to the calendars can be provided by emailing Daniel.therien@mail.mcgill.ca)
3) The centrifuge cannot be used if someone has booked the microtiter plate reader or the autoclave
4) Come to OM200 with your samples already inside the appropriate centrifuge containers, pre-balanced, and enough gloves (please contact us at AuclairLab@gmail.com if you need to borrow centrifuge containers and the balance; these will have to be washed and disinfected before returning). There are no pipettes or other equipment available for use.
5) Be sure to wear your lab coat, lab glasses, and a mask. Upon immediate entry into OM200, put on clean gloves and proceed directly to the equipment you need to use. Do not touch anything until you get to the equipment and can sanitize as described below.
6) Only 2 people are allowed in the BioLab (OM201) at a time. Be sure to maintain 2 meters distance at all times.
7) Spray gloved hands with the designated 70% ethanol before using the centrifuge. A 70% ethanol spray bottle and paper towels will be provided near the centrifuge. If the bottle is running low, let any present Auclair lab member know in person (or email Karine.auclair@mcgill.ca).
8) If it is a long experiment, please consider returning to your own lab space rather than waiting at the centrifuge. This is particularly important if other Auclair lab members require nearby shared equipment.
9) Liberally apply 70% ethanol to paper towels and use to wipe down the control panel, the centrifuge upper surface, the rotor, and the door knobs. If you touched any other surfaces in OM200, also wipe those.
10) Direct any concerns or questions to karine.auclair@mcgill.ca

Microwave Reactor

1) Only users previously trained on this instrument are allowed at this time
2) The instrument is available upon request from AuclairLab@gmail.com
3) Once approved, book time on the instrument at least 24 h prior to using it. Please cancel any appointments that you do not need. Sign-Up on the Auclair Group Microwave Google calendar by entering your email address (access to the calendars can be provided by emailing Daniel.therien@mail.mcgill.ca)
4) Come to OM200 with your samples already inside the appropriate sealed reaction vessel and enough gloves. If you need to borrow reaction vials or clamps from the Auclair lab, request them at least 24 h prior to your booking (AuclairLab@gmail.com). There are no pipettes or other equipment available for use at the microwave.
5) Be sure to wear your lab coat, lab glasses, and a mask. Upon immediate entry into OM200, put on clean gloves and proceed directly to the equipment you need to use. Do not touch anything until you get to the equipment and can sanitize as described below.
6) A maximum of 4 people are allowed at a time in the Auclair side of OM200. Be sure to maintain 2 meters distance at all times.
7) Spray gloved hands with the designated 70% ethanol before using the microwave reactor. A 70% ethanol spray bottle and paper towels will be available near the microwave reactor. If the bottle is running low, let any present Auclair lab member know in person (or email Karine.auclair@mcgill.ca).
8) If it is a long experiment, please consider returning to your own lab space rather than waiting at the microwave. This is particularly important if other Auclair lab members require nearby shared equipment.
9) Liberally apply 70% ethanol to some paper towels and use to wipe down the control panel, the outside of the instrument, and the bench space surrounding the microwave. If you touched any other surfaces or equipment in OM200, also wipe those.

10) Direct any concerns or questions to karine.auclair@mcgill.ca

Lyophilizer

1) Only users previously trained on this instrument are allowed at this time
2) The instrument is available 5 days a week but **only 8-8:30 and 6-6:30 pm**.
3) You need to book time on the instrument **at least 24 h prior** to using it. Please cancel any appointments that you do not need. **Sign-Up on the Auclair Group Lyophilizer Google calendar** by entering your email address (access to the calendars can be provided by emailing Daniel.therien@mail.mcgill.ca)
4) Come to OM200 with your samples already frozen and ready to mount on the lyophilizer, and with enough gloves.
5) Be sure to wear your lab coat, lab glasses, and a mask. Upon immediate entry into OM200, put on clean gloves and proceed directly to the equipment you need to use. Do not touch anything until you get to the equipment and can sanitize as described below.
6) A maximum of 4 people are allowed at a time in the Auclair side of OM200. Be sure to maintain 2 meters distance at all times.
7) Spray gloved hands with the designated 70% ethanol before using the lyophilizer. A 70% ethanol spray bottle and paper towels will be available near the lyophilizer. If the bottle is running low, let any present Auclair lab member know in person (or email Karine.auclair@mcgill.ca).
8) Liberally apply 70% ethanol to paper towels and use to wipe down the control panel, the outer surfaces of the instrument, and the bench space surrounding the instrument. If you touched any other surfaces in OM200, also wipe those.
9) Direct any concerns or questions to karine.auclair@mcgill.ca

Autoclave

1) Only users previously trained on this instrument are allowed at this time
2) You need to book time on the instrument **at least 24 h prior** to using it. Please cancel any appointments that you do not need. **Sign-Up on the Auclair Group Centrifuges/Plate Reader/Autoclave Google calendar** by entering your email address (access to the calendars can be provided by emailing Daniel.therien@mail.mcgill.ca)
3) The autoclave cannot be used if someone has booked the microtiter plate reader or the centrifuge
4) Come to OM200 with your samples already inside the appropriate containers, ready-to-autoclave, and enough gloves. There are no pipettes, tape, foil or other equipment available for use.
5) Be sure to wear your lab coat, lab glasses, and a mask. Upon immediate entry into OM200, put on clean gloves and proceed directly to the equipment you need to use. Do not touch anything until you get to the equipment and can sanitize as described below.
6) Only 2 people are allowed in the BioLab (OM201) at a time. Be sure to maintain 2 meters distance at all times.
7) Spray gloved hands with the designated 70% ethanol before using the autoclave. A 70% ethanol spray bottle and paper towels will be provided near the autoclave. If the bottle is running low, let any present Auclair lab member know in person (or email Karine.auclair@mcgill.ca).
8) Please consider returning to your own lab space rather than waiting at the autoclave. This is particularly important if other Auclair lab members require nearby shared equipment.
9) Liberally apply 70% ethanol to paper towels and use to wipe down the control panel, the handle and upper surface of the autoclave. If you touched any other surfaces in OM200, also wipe those.
10) Direct any concerns or questions to karine.auclair@mcgill.ca