

Dish Cleaning Protocol

1. Rinse all glassware at least once and place onto the cart
 - a. Be aware of gel gunk that might be in the smaller flasks
2. Remove all autoclave tape and labeling tape from the glassware
3. Put all caps, metal spatulas, and stir bars into the metal cage container
 - a. Centrifuge containers' clear covers will fit in the metal cage but not the orange lids
 - b. The centrifuge orange lids can be placed directly inside the washer
 - c. Metal spatulas can be checked from the chemical room and cleaned every other week
4. Put all glassware in the washer with the correct adapter size
5. Glassware cycle: GGLab1 (50 minutes)
 - a. The washer in the autoclave room farthest from the lab works better
 - b. Open and close the washer door slowly to prevent jamming
6. Prepare tips to autoclave after dishes are put in the washer
 - a. Recommended to fold the tape a bit to make a tag before placing the tape onto any caps for easier dish cleaning removal

Autoclave Protocol

1. Cover glassware with their designated bottle cap or metal cap if there is one loosely
 - a. Shake the lids of bottle caps before placing the bin into the autoclave to ensure that the lids were not screwed on tightly
2. Cover glassware with foil if it does not have a cap
3. Put autoclave tape on each glassware
 - a. Recommended to fold the tape a bit to make a tag before placing the tape onto any caps for easier dish cleaning removal
4. Place the stir bars and metal spatulas into a plastic container and cover with foil
5. Plastic ware such as plastic containers, graduated cylinders, and centrifuge containers do not need to be sterilized unless asked
6. Autoclave tips with the glassware
7. Autoclave cycles
 - a. Large and small bin: Gravity with 45 minute sterilization and 30 minute dry time
 - b. Large bin only: Gravity with 30 minute sterilization and 20 minute dry time
 - i. The time can be changed by clicking on the time on the screen and changing it to the desire time
 - ii. Extra autoclave bins are found in the first autoclave room. Remember to return them when you are done using it
8. Place the glassware back onto the shelves in their correct spot
 - a. Screw the bottle caps tightly onto the bottle before placing it on the shelf