### Lab Operations Checklist - Forsythe Lab

<table>
<thead>
<tr>
<th>Lab(s):</th>
<th>SSM 336 / SSM 338</th>
<th>Date Training Initiated:</th>
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<tbody>
<tr>
<td>PI Name:</td>
<td>Jay Forsythe</td>
<td></td>
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<tr>
<td>Student Name:</td>
<td>Student ID #</td>
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<tr>
<th>Activity</th>
<th>Description</th>
<th>student initials</th>
<th>date</th>
<th>PI initials</th>
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#### Mandatory training

**Safety and Industrial Hygiene**
- Location of eyewash, fire extinguisher, spill kit, first aid kit, safety glasses
- General departmental research training completion
- Incident reporting guidelines and procedures
- Monthly lab review and audit procedure
- Review work alone policy
- Knowledge of training records and guidelines location, and auditing

**Environmental**
- Waste disposal
- Spill remediation and disposal
- Incident reporting guidelines and procedures

**Securing lab for night and weekend operation**
- Notifications, precautions, and reporting
- Review work alone policy
- MALDI pressure check

**Housekeeping**
- Glassware cleaning and drying
- Dessicant levels / water in sonicator / misc.
- Lab organization, equipment location, and cleanup protocols

**Chemical storage**
- Acid and base storage locations and containment
- General reagent storage

Student and technique training on specific operations - not all mandatory

**Lab techniques**
- Carrying out depsipeptide reactions
- Dilution of strong acids
- Using the oven
- Rehydrating samples from the oven
- Preparing solvents for MALDI analysis
- Analytical balance operation and quantitative weighing
- Using micropipettes and syringes
- Preparation of MALDI calibration mixtures
- MALDI laser safety
- Changing the oil in the MALDI rough pump
- Data naming / data backup / data storage

**Instrumental**
- Voyager DE-STR MALDI-TOF mass spectrometer
- Oven
- pH meter
- Analytical balance
- Deionized water system
- Frontier FTIR (SSM 330)