



# Protect Yourself and Your Data With a Clean and Orderly Lab

Keeping lab spaces, storage, and equipment in fighting trim is ingrained in scientific culture, and is prerequisite to experimental accuracy and reproducibility. In this checklist, we've grouped together some common activities by frequency to help standardize your processes.

## Daily Activities: Work Safely



- Keep your bench and common areas in order. Clear surfaces; clean spills; wipe and/or put away equipment after use; rinse glassware and set aside for washing.
- Calibrate pH sensors before first use; replace in storage buffer after measurements.
- Allow balances' internal adjustment protocols to run automatically; tidy them for the next user.
- Remember to take care of yourself. Wear appropriate PPE, work ergonomically, and stretch often to prevent injuries.

## Weekly Activities: Lab Quick Checks



- Replace or remake pH buffers, standards, and other shared reagents as required. Safely discard if expired or used up.
- Check lab supplies; replace or reorder as needed.
- Check waste receptacles. If full, dispose of contents compliantly or set aside for pickup.
- Remove old cultures from incubators and safely discard.
- Check waterbaths; check incubator humidity. Check and top up liquid nitrogen levels.
- Decontaminate pipettes and check their performance gravimetrically.\*
- Perform routine tests on other instruments as applicable. E.g., monitor balance accuracy and reproducibility with external test weights.\*

## Monthly Activities: Maintain Your Environment



- Check expiration dates of reagents and solutions on benchtops, in fridges, in cold rooms, or in other workspaces; dispose of them, following institutional protocols, as needed.
- Disassemble and clean equipment as appropriate, e.g. balances and pH sensors. Refill pH electrolyte solutions.\*
- Ensure incubators, fridges, and cold rooms are clean and free of contamination.
- Schedule chemical and biological waste for pickup.\*

## Biannual Activities: Lab and Instrument Tune-Up



- Thoroughly clean lab spaces and storage, including fridges, cold rooms, and tissue culture rooms.
- Thaw freezers to remove frost.
- Check chemical stocks for expired items and safely dispose or set aside for pickup.
- Schedule checks of lab eyewash stations, chemical showers, and fire extinguishers.
- Service equipment.\*

\* Increase (or decrease) frequency as necessary.

Discover additional resources:

► [www.mt.com/lab-maintenance-checklist](http://www.mt.com/lab-maintenance-checklist)

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