General Procedures:

Sterile glass tubes are on the shelf over the bench. Notice that there are six different cap colors (white, blue, red, yellow, green, and black). On days when six or less cultures of organisms are being dispensed, use a different cap color for each organism.

When the schedule calls for “x tubes” of a particular organism, this indicates that you are dispensing liquid broth. Please dispense 2 ml of organism in broth per tube using aseptic technique.

Broth tubes can be dispensed after 1:00 pm on the scheduled day and must be dispensed by 7:30 am the following morning.

When the schedule calls for slants, the slants must be inoculated between 1:00 pm and 4:00 pm on the scheduled day. The organisms grow much slower on slants, so we have to give them time to grow in order for students to be able to use the slants the following day. BHI slants are to be used unless otherwise indicated.

Inoculation of slants only requires 0.2-0.3 ml of culture. The culture to use for slant inoculations is normally in a test tube or consists of a bottle with a small volume inside.

If there is no temperature listed after the organism on the schedule, the tubes/slants should be incubated at 37°C. Otherwise, please incubate the organism at the temperature shown.

When working in the hood, do not take all the caps off the sterile tubes before aliquoting. Caps should be taken off one at a time using aseptic technique.

Keep the cap on the stock culture at all times (except when retrieving liquid).

The airflow in the hood is from the rear of the hood towards the front (where you sit). Therefore, in order to maintain aseptic technique, you want the air to pass directly over the tubes without passing over anything else beforehand. This means you should not have anything behind your rack of tubes or the stock culture when you are working.

All used pipets should be disposed of in the pipet pan. Do not put the pipet into the paper sleeve prior to placing it in the pan.