* Autoclave and clean used fly food bottles and stoppers BEFORE the end of the week.
  + We do not want to chance contaminations by having old bottles sitting in the lab
* Clean your workspace before and after working.
* Autoclave solutions immediately after mixing
  + do not let solutions stand overnight; put in fridge if making several solutions
* Legibly label and date (**day.month.year**) tubes and solutions
* Do not leave unlabeled bottles with liquids near the sink
* Check solutions for contamination before use
* When using “expensive liquids in small tubes” spin down once before initial use
  + Check to make sure no droplets are on the walls or lid
* If something is broken, mark it and inform Thomas
* Do not store items on balances
* Make sure freezer and incubator doors are closed
* Check temperatures in fridges and freezers if not yet recorded
* If you are the last to leave, check to make sure lab doors are locked
* Autoclave tips, tubes, empty glass and plastic ware using “fast exhaust” (wrapped on the left automatic machine, or P1 on the right one)
* Autoclave spatulas with the tip down
* Make sure the bins are filled with distilled water in the fly incubators
* Only use ballpoint pens when writing in lab notebooks, do not leave empty pages in the middle, number the pages

# Pipetting

* Pipette tips that have been used are not considered sterile
* Do not go back into a stock solution with a pipette tip that has been sitting out or used
* Check for broken and contaminated pipettes before use