

Gene Connection Mini Kit Inventory

2010-2011 Gene Connection Biotech Mini Kit Inventory Sheet (last updated 04/26/10 KP)

Date: _____

Sending School: _____

Receiving School: _____

Sending Teacher's Name: _____

Receiving Teacher's Name: _____

Upon completing the inventory sheets (both upon receiving and sending), fax the completed inventory sheets to 650-306-
Call (650-306-3249) or email Gene Connection Lab (gcclab@geneconnection.org) immediately if any item
necessary for performing the lab is missing or damaged and needs replacement.

BOX 1 TEACHER RESOURCES

Item	Amount	Check In	Comments	Check Out	Comments
Teacher mini box with:	1 ea				
Calculator	1 ea				
P-20 micropipettor: teacher use only	1 ea				
P-200 micropipettor: teacher use only	1 ea				
P-1000 micropipettor: teacher use only	1 ea				
Marking Pen, fine tip: teacher use only	1 ea				
Small and/or Spare Parts	1 bag				
Combs, 6-well	3 ea				
Fuses for power supplies	6 ea				
Gates for casting trays	2 ea				
Screws & washers for casting trays	4 ea				
Hanging file holder with:	1 ea				
"DNA Science" Reference Text	1 ea				
Equipment instructions	1 ea				
Inventory sheets binder	1 ea				
Repair forms	some				
Safety Handbook binder	1 ea				
Videos (combined on one tape or on separate tapes)					
"Anastasia"	1 ea				
"Genes by Design"	1 ea				
"Human Genome Project"	1 ea				
"Murder, Rape and DNA"	1 ea				
"Race for the Double Helix"	1 ea				
DVDs and CDs					
"CD01-CD05"	1 ea				
"DNA Interactive"	1 ea				
"Murder, Rape and DNA"	1 ea				

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BOX 2 INSTRUCTIONAL RESOURCES						
Item	Amount	Check In	Comments	Check Out	Comments	
DNA 3-D model	1 ea					
Manipulatives						
pipet (turkey baster)	1 ea					
Pop Tubes, Student use (for DNA vocabulary review)	72 ea					
Pop Tubes, Teacher use	12 ea					
Instruction Signs for Classroom Display	notebook					
Pipetting instructions	2 sets					
Fingerprint Lab station signs	2 sets					
Student Guides for Labs:	notebook					
A/B: Micropipets/Power Supplies	20 ea					
A/B/C: Micropipets/Power Supplies/Trays	20 ea					
Comics, Micropipetting	20 ea					

BOX 3 STOCK SOLUTIONS/ AGAROSE						
Refill any used 0.8% Agarose with 1X TAE Buffer (see recipe on bottle)						
Return empty, near empty and/or duplicate stock bottles to Cañada in Box A.						
Indicate approximate fullness of bottles, ie. full, half-full, etc.						
Be sure there is a partial bottle of 50X TAE electrophoresis buffer for the next school						
Item	Amount	Check In	Comments	Check Out	Comments	
Agarose (0.8%) in 1X TAE Buffer, @400 mL/btl	4 bottles					
Agarose powder	1 bottle					
Amphyl disinfectant (200X concentrate), @500mL	1 bottle					
Dyes C-2 & C-3 (1 mL each, stock)	1 box					
Colored Glycerol solution (green), extra stock @100mL/btl	1 bottle					
Loading dye, extra stock @ 100mL/btl	1 bottle					
NaCl stock, 1 M, @ 1L/bottle						
Use 5M NaCl from Box 3 to follow recipe and refill	1 bottle					
Phenol red, extra stock @ 100mL/btl	1 bottle					
Solution I- IV, stock @100mL/btl	1 ea					
Solution V, stock @ 250mL/btl	1 bottle					
TAE (50X) electrophoresis buffer, @ 1 liter/btl	1 bottle					
Water, STERILE, @ 100 mL/btl	1 bottle					

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BOX 4 LAB SOLUTIONS/ DNA SPOOLING

Be sure "buffer," "ethanol," and "spooling" tubes are rinsed, dried and packed 12/bag.

Refill all remaining tubes with appropriate stocks from Box 3.

For refilling tubes of food coloring, use appropriate stocks from Box 3.

Indicate approximate fullness of bottles, ie. full, half-full, etc.

Item	Amount	Check In	Comments	Check Out	Comments
15-mL tubes for measuring buffer (Lab B)	12/bag				
15-mL tubes for measuring EtOH (DNA Spooling)	12/bag				
15-mL tubes for spooling DNA (DNA Spooling)	12/bag				
Alcohol for DNA spooling	1 bottle				
Cheesecloth	1 pkg				
Dyes - electrophoresis (Lab C2 and C3)	1 box ea				
Glycerol solution, colored (Lab A2, in box with Phenol Red)	12/box				
Loading dye	12/box				
NaCl (1M) 15 mL/tubes	12/rack				
NaCl (5M), dropper bottles	12/tray				
NaCl (5M), extra stock (also for making 1M NaCl)	1 bottle				
Phenol red (Lab B, in box with Glycerol)	12/box				
Plastic Pasteur pipets (for Lab B - NaCl)	12/bag				
Plastic Pasteur pipets (for Lab B - phenol red)	12/bag				
Sand	1 bottle				
Soap, Dawn	1 bottle				
Solutions I - II (2 of 4 colors for Lab A)	12 /box				
Solutions III - IV (2 of 4 colors for Lab A)	12 /box				
Solution V, 15-mL/tube	12/rack				
Stirring rods (for DNA spooling)	12 ea				
Water, sterile microtubes	12 tubes				
Waxed paper	1 roll				

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BOX 5 STAINING/ AMPHYL

Rinse and dry all items that were used.

Stack plastic containers used with Ethidium Bromide in two stacks without tops.

Make two stacks of tops and secure with rubber bands.

Place 2 goggles in a large Ziploc bag.

Place 2 spatulas in a large Ziploc bag.

Indicate approximate fullness of boxes, ie. full, half-full, etc.

Item	Amount	Check In	Comments	Check Out	Comments
Alcohol swabs for disinfecting goggles	1 box				
Amphyl disinfectant, diluted 1:200, in holder	6 bottles				
Baggies, Ziploc, large	1 box				
Baggies, Ziploc, small	1 box				
Ethidium Bromide Safety instructions	1 ea				
Funnel for Ethidium bromide	1 ea				
Gloves (Large)	1 box				
Gloves (Medium)	1 box				
Gloves (Small)	1 box				
Goggles	2 pr				
Spatulas	2 ea				
Staining/rinse dishes w/ tops	12 ea				
Weigh boats (8 reusable sets, 20/set)	8 sets				
Weigh boats, extra	1" stack				

BOX 6 MISCELLANEOUS

Item	Amount	Check In	Comments	Check Out	Comments
Aluminum foil	1 roll				
Collander	1 ea				
Extension cord, 3-prong	1 ea				
Pasteur pipets in plastic bag	60				
Pens, permanent ink markers, black	12				
Power Strip with surge protector	1 ea				
Tape dispenser & tape	1 each				
Tape, extra	several				
Thermometer, extra	1 ea				
Trays, green, for student teams	6 ea				
Rubberbands	1 bag				

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BOX 7 MICROPIPETETS, TIPS, EXTRA REACTION TUBES

Return any broken micropipet to Cañada in Box A or C. Include a Repair form.

Be sure all tip boxes are filled and taped on opposite sides using labeling tape.

Indicate approximate fullness of bags, ie. full, half-full, etc.

Item	Amount	Check In	Comments	Check Out	Comments
Micropipet, P-20, in box	12 ea				
Micropipet, P-200, in box	12 ea				
Micropipet, P-1000, in box (each dialed to 500 uL)	12 ea				
Pipet tips, blue, nonsterile	1 bag				
Pipet tips, blue: nonsterile	6 boxes				
Pipet tips, yellow, nonsterile	4 bags				
Pipet tips, yellow: nonsterile	12 boxes				
Reaction tubes, 0.5 ml, nonsterile (for Lab A & RE1) Return bag to Cañada for refilling	2 bags				
Reaction tubes, 1.5 ml, nonsterile, assorted colors Return bag to Cañada for refilling	1 bag				

BOX 8 BEAKERS, CUPS, RACKS

Be sure racks and beakers are clean, dry and free of writing, drawings and tape.

Item	Amount	Check In	Comments	Check Out	Comments
Beakers, plastic, 400 ml, for "BUFFER", "WASTE", etc.	20 ea				
Beakers, plastic, 800 or 1000 ml	12 ea				
Cups, styrofoam, for mini "ice buckets", 20 with holes Place cups with holes into cups without holes and fill assembly with ice, so water can drain away from samples.	1 pkg				
Racks for 0.5/1.5 ml reaction tubes, colored	4 ea				
Racks for 0.5/1.5 ml reaction tubes, white	12 ea				
Racks, styrofoam, for 50-mL tubes	1 ea				
Racks, peg, white, for small tubes	12 ea				
Racks, peg, white, for 15-ml tubes	2 ea				
Rubber mallet (for crushing ice)	1 ea				

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BOX 9 PIPETS/ TUBES						
Indicate approximate fullness of bags, ie. full, half-full, etc.						
Item	Amount	Check In	Comments	Check Out	Comments	
Centrifuge tubes, 15 ml w/screw caps	2 bags					
Centrifuge tubes, 50 ml w/screw caps	1 bags					
Pipet pumps, blue (for 1-2 mL pipets)	2 ea					
Pipet pumps, red (for 5-25 mL pipets)	2 ea					
Pipets, serological, 1 mL, sterile	1 bag					
Pipets, serological, 10 mL, sterile	1 bag					
Pipets, serological, 25 mL, sterile	1 bag					

BOX 10 CARBOYS						
Rinse out carboys.						
Item	Amount	Check In	Comments	Check Out	Comments	
Carboy, 5 L, for distilled water	1 ea					
Carboy, 5 L for 1X TAE electrophoresis buffer	1 ea					
Graduated cylinder, 1L	1 ea					

BOX 11a POWER SUPPLIES						
POWER SUPPLIES:						
1. Wipe down power supplies with damp paper towels.						
Item	Amount	Check In	Comments	Check Out	Comments	
Power Supplies	6 ea					
Power cords for power supplies	6 ea					

BOX 11b GEL BOXES						
GEL BOXES:						
1. Be sure to MATCH LID# with APPROPRIATE BOTTOM#						
2. Rinse all trays and gel boxes. Dry outside of boxes with paper towels. Do NOT use towels on the inside of gel box. AIR DRY ONLY so you won't damage platinum wires.						
3. Place a casting tray (gates secured down) and 6-well comb in each of their labeled bags.						
4. Place gel boxes w/trays in large Ziploc bags.						
5. Send any broken equipment to Cañada in Box A or C. Include a filled-out "Repair" form.						
Item	Amount	Check In	Comments	Check Out	Comments	
Casting (gel) trays	12 ea					
Combs, 6-tooth	12 ea					
Gel boxes, in protective bags	12 ea					

Box 12 UV LIGHT BOX/ MICROFUGE						
UV LIGHT BOX:						
<input type="checkbox"/> Carefully wipe clean the UV light box with paper towels.						
<input type="checkbox"/> Wrap UV light box in bubble wrap or wrapping material. Do Not use newspaper!						
MICROFUGE:						
<input type="checkbox"/> Clean inside and outside of microfuge. Remove screw and rotor to clean base below rotor.						
<input type="checkbox"/> Pack microfuge in centrifuge box.						
<input type="checkbox"/> Clean, dry and remove any extraneous marks and tape from green trays.						
<input type="checkbox"/> Send any broken equipment to Cañada in Box A or C. Include a filled out "Repair" form.						
Item	Amount	Check In	Comments	Check Out	Comments	
Green adaptors for 6-hole rotor	20 /bag					
Microcentrifuge w/6-hole rotor	2 ea					
Power pack for microcentrifuge	2 ea					
Rotor, 12-hole for use with 0.5 mL tubes	2 ea					
UV Light Transilluminator	1 ea					
UV Power cord - do not pack with MV	1 ea					
BE SURE TO PACK UV LIGHT CORDS IN THIS BOX, NOT WITH MINIVISIONARY!						

BOX 13 MICROWAVE						
THOROUGHLY CLEAN the inside and outside of microwave. Remember the inside ceiling!						
Item	Amount	Check In	Comments	Check Out	Comments	
Hot hands	2 ea					
Microwave oven	1 ea					

BOX 14 WATER BATH						
Rinse and dry water bath. Pack thermometer in protective tube.						
Item	Amount	Check In	Comments	Check Out	Comments	
Thermometer in protective tube	1 ea					
Water bath with cover	1 ea					

BOX 15 INCUBATOR						
<input type="checkbox"/> Wipe down inside and outside of incubator with a damp cloth.						
<input type="checkbox"/> Tape thermometer in protective tube onto shelf inside incubator.						
Item	Amount	Check In	Comments	Check Out	Comments	
Incubator with 2 shelves	1 ea					
Thermometer in protective tube	1 ea					

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BOX MV MINIVISIONARY SYSTEM

PACK BOX AS SKETCHED IN DRAWING!!!

Group cables and power cords in separate bags; configure as large coils-see bags.

Be sure to pack the UV transilluminator and its power cord in Box 12!

Check back of your TV for any of our adaptors...

Indicate status of thermal paper supply.

Item	Amount	Check In	Comments	Check Out	Comments
Camera w/attached hood & filter	1 ea				
Thermal printer	1 ea				
Camera to Printer Cable	1ea				
Power cords	2 ea				
Instruction Manual	1 ea				
Extra rolls of thermal paper	2 rolls				
Surge protector/w multiple outlets	1 ea				
USB Cable	1 ea				

BOX TC TECH CORNER

Item	Amount	Check In	Comments	Check Out	Comments
Printer	1 ea				
Teacher iBook	1 ea				
Padded case for iBook	1 ea				
Accessory Bag:					
Adapter for LCD Projector	1 ea				
Ethernet Cable	1 ea				
Power cord- iBook	1 ea				
Power cord- Printer	1 ea				
USB cable	1 ea				
Power surge protector	1 ea				

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BOX A REAGENTS/ REPLACEMENTS

Put all "REPLACEMENT SUPPLIES" sent from Cañada in their respective boxes. See inventory sheet.

Return extra DNA, enzyme, antibiotics ON ICE in original Styrofoam box to Cañada.

Check your freezer/ frig and return all labtop coolers or plastic boxes.

REMINDER: Do NOT return the Ethidium Bromide solution to Cañada. Follow waste disposal procedure at your school.

Contact GCC staff if you have questions.

Item	Amount	Check In	Comments	Check Out	Comments
Ethidium bromide solution @ 0.5 ug/ml	2 L				

BOX B TRANSFORMATION SUPPLIES

Rinse out agar bottles with HOT WATER to remove dried out agar, and return to Cañada.

REMINDER: Do NOT return bacterial plates to Cañada. Contact GCC staff if you have questions.

Item	Amount	Check In	Comments	Check Out	Comments
CaCl ₂ , 50mM, sterile	1 ea				
Inoculating loops, plastic, sterile	varies				
Instructions for pouring plates	1 ea				
LB AGAR (or in special cardboard box)	varies				
LB Broth	varies				
Marking pens to color code plates (red, green, blue,black)	1 ea				

BOX C PETRI DISHES/ REPLACEMENTS

Put all "REPLACEMENT SUPPLIES" sent from Cañada in their respective boxes. See Inventory Sheet.

Item	Amount	Check In	Comments	Check Out	Comments
Petri plates (or in special cardboard box)	varies				
Replacement supplies- for restocking appropriate boxes					

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BOX D STERILE TIPS					
FILL all boxes of YELLOW tips.					
Fill boxes of BLUE tips only if box is more than half empty.					
Remove old tape and replace with fresh autoclave tape to close secure two sides .					
Item	Amount	Check In	Comments	Check Out	Comments
Pipet tips, blue, STERILE	6 boxes				
Pipet tips, yellow, STERILE	12 boxes				
Autoclave tape	1 roll				

BOX E STERILE REACTION TUBES					
Indicate containers that were not opened/ used.					
Return any empty/ used containers.					
Item	Amount	Check In	Comments	Check Out	Comments
0.5 ml Microfuge tubes, STERILE	2 contain.				
1.5 mL Microfuge tubes, clear, STERILE	2 contain.				
1.5 mL Microfuge tubes, colored, STERILE	3 contain.				