

Important Points from Barbara

I would like to bring to everyone's attention some pointers that will allow me to do my job more effectively which in turn will keep your requests coming to you quickly with virtually no problems/errors.

(1) RNAi clones come in a designated order in boxes. The plates are first separated by chromosome, then by plate, then each clone is found in a specific well within the plate. Please give me your requests with this in mind. When I receive a listing which looks like the following:

III-3D13
III-1A05
I-2M24
IV-3C13
IV-6F10
IV-1G06
III-2E02
X-1N09
I-3B12
I-2C04

I have to take the time to rearrange it and put it in sequential order. (Here too, I can make an error and delete something by accident.)

I-2C04
I-2M24
I-3B12
III-1A05
III-2E02
III-3D13
IV-3C13
IV-6F10
IV-1G06
X-1N09

If I were to leave the list in the original order, I would be going back and forth within the trays slowing myself down to check if I'm in the right place at the right time and within each chromosome, changing plates back and forth. The more excessive handling I put on these plates in addition to all the back and forth action, I just increase my chances for error and I can't get as many clones streaked out in my short allotted time in the freezer. When your request is given to me in a sequential order, RNAi streaking moves effortlessly and smoothly from one chromosome to another, from one plate to the next, never back tracking. I have limited time in which to work within these -80degC freezers. The slower I go, the more ineffectively I move, and the result is the turn around time slows down for you as the end user plus I am more prone to make an error. So please help me get your requested items to you quickly with limited potential errors.

(2) Test thaws are an important part of the freezing process. Please take the time to look carefully at the worms in the test thaw and make sure that I have frozen them the way they need to be frozen down. Check the paperwork. I attempt to carefully translate what has been written, but there are times I cannot read the handwriting. Take the time to print clearly or type it out. Feel free to come to my lab area and I can re-edit on the spot.

(3) Save your plates from which you gave me the worms to freeze. Don't throw these plates away until the test thaws are satisfactory and you have OK'd the "freeze."

(4) If by chance, you are the last person to receive a thaw from a working stock tube of worms, cells, etc., it is your obligation and a courtesy to the next person who makes a request for that same strain that you replace it. I have many delinquent requests, some as old as three years. Please remember the next person

who would like that strain. Replace used up stock within a reasonable time frame. If you have a problem, please see me.

(5) My policy for most requests is a 12-24 hour turn around. The exceptions are Saturdays and Sundays. I don't generally work the weekends. If you drop a request on my bench on Saturday afternoon, I won't see it until Monday. This also includes strains to be frozen that are ready Saturday. Don't put them on my bench. I won't see them until Monday. And then, they are often so over-grown that I can't always freeze them. Most strains (99%) are ready to be frozen in 3 to 4/5 days if "chunked," maybe 7-9 days if "seeded" with bleached eggs. Try to estimate strain growth so you don't end up doing it all over again. Your time is valuable, why waste it doing something twice?

(6) Requests for RNAi strains, worms, cells scribbled on small pieces of paper ripped out of your notebooks or written in doctor's scrawl on a post-it with aging stickup can end up on my floor and then the trash after the kind custodians clean up my lab area. I cannot be responsible for these choices of request sheets. If possible, take the time to print your request out on an 8X11 sheet of paper. I'm less likely to lose this size.

(7) I correct and enter paper work as time permits. Thaws, RNAi requests, freezing, orders, equipment maintenance comes first. It may take a week or so to enter everything in. If you are concerned that you have not seen input regarding your strains, thaw results or editing of your paperwork, please come see me.

I hope the above seven items clear up some questions that have arisen and provide ways for you to make maximum and effective use of my services.