

Tracking Projects and Guest Workers through the PPG

(rev. May 5, 2009)

1. Receive Work Request and Enter into Queue. When the lab receives a completed work request from a PI (not a student), the date received is entered, and it is sorted into one of three queues:

A. Routine Cloning Queue. Parallel batch processing starts every Monday morning and results are in by Thursday afternoon. Clients are notified and the queue is totally cleared by Friday. Projects that fail using routinely successful standard methods with controls will be terminated or advanced into Queue C below as requested by the PI.

B. Repeat Performance Queue. This queue is for service projects that have previously succeeded in the PPG and for which there is a familiar detailed protocol.

C. New Research Project Queue. These projects can not be presumed to be simple and straightforward. The Director may need to discuss them with the PI, and will need to propose a plan of attack with a timetable, formal milestones and a cost estimate for each milestone. PI must approve the plan BEFORE work begins. If milestones aren't achieved as expected, alternative approaches may be suggested by the Director but the PI must approve the new plan before it is started. Plan(s) and approval document(s) will be kept in the project folder.

2. Workflow Control. Each queue has three levels:

A. Pending. WRs are added to the queues in the order received. In general, WRs advance to level B in the order "oldest first", subject to the discretion of the Director to accelerate requests from COBRE investigators or requests having special urgency. However, once a project is started it will be progressed as rapidly as possible without interruption from pending projects. The lab Director may feel free to consult with COBRE Director and/or steering committee members about making exceptions. The lab Director will keep records of such exceptions and the reasoning for granting them.

B. In Progress. Assuming 3.0 FTE in the PPG, no more than four research projects (plus weekly routine cloning projects and perhaps one repeat-performance project) will be underway at any given time. The scientist working on the project will send frequent (but very short) emails about specific steps being completed, and any significant observations made at each step (e.g., yield, photo of gel, mass spectrum, chromatogram, etc.), to the PI and the researcher(s) in the PI's lab. These emails are kept in the project file in chronological order along with the documentary data from the project.

C. Completed projects. This is just a chronological archive of the lab's output. A complete file of each project will be maintained for at least two years after completion.

3. Guest workers in PPG facilities.

A. With proper training by Core Lab Personnel and approval by the Director, guest workers may use certain equipment (such as centrifuges, FPLCs, PCR, electrophoresis, etc.) in the Core Lab. Such use must be recorded in the relevant log book, and will be billed to the requesting PI. A single blanket Work Request from the PI will be sufficient for multiple use. PPG Staff shall always have first priority access to all PPG Lab Equipment so that their work for clients is not impeded.