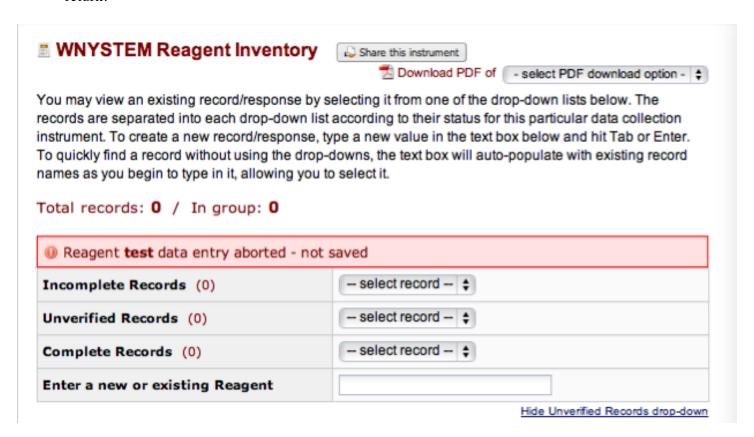


## Standard Operating Procedure for USE OF WNYSTEM REAGENT INVENTORY

## 1.0 PURPOSE

This procedure describes how to input reagent information into the Online WNYSTEM Reagent inventory.

- 2.0 <u>SCOPE</u> (Should include which Cores this SOP applies to)
  This procedure applies to all personnel who order any reagents for use in the Core Facilities.
- 3.0 PROCEDURE
- 3.1 1) Go to URL for inventory: <u>redcap.med.buffalo.edu/.webloc</u>
  - 2) Type name of new reagent into field marked Enter a new or existing Reagent (see below) and hit return.



3) At the page that opens (see next page), enter all other information including: Reagent (if you want to change the name), Gene specificity (if any), Reagent type, Quantity (include units), Purchased by (Specific Core or Admin.), Date of Purchase (use calendar), Supplier, Catalog number, Lot number, Cost, SOP used with (if known) and Location. For location put room and specific freezer, fridge, and shelf or more detailed information if known.

4) After adding all info click on Save Record (if only single entry) or Save Record and Continue if additional reagents are to be added. Click on Cancel to start over. Reagent will NOT be saved until Save Record is clicked.

|                                | Download PDF | F of select PDF download option -   |
|--------------------------------|--------------|---|
| Adding new Reagent <b>test</b> |              |   |
| Reagent                        |              | test<br>(To rename this record, modify the value immediately below.)                                    |
| Reagent                        |              |   |
| Gene specificity               | Н            |   |
| Reagent type                   | H            | Cell culture medium or supplement Growth factor or cytokine Antibody PCR reagent Enzymes Chemical Virus |
| Quantity                       | Н            |   |
| Purchased by                   | H            | SSCF SCEF iPSF SCSF Admin   |
| Date of purchase               | Н            | Today Y-M-D   |
| Supplier                       | Н            |   |
| Catalog number                 | Н            |   |
| Lot number                     | Н            |   |
| Cost                           | Н            |   |
| SOP used in                    | H            |   |
| Location                       | H            |   |
| Form Status                    |              |   |
| Complete?                      | Н            | Incomplete \$   |
|                                |              | Save Record Save and Continue   |
|                                |              | Cancel  |

Modified by Richard Gronostajski, 8/2/2011