

Preparing and Filling Test Tubes

1. Grab 5 racks of tubes from the bookshelf. Make sure that each rack is a complete set.
 - a. Make sure all the tubes in a rack have the same reef code and they will be numbered 1-10 and then 16-25. This is a complete set
 - b. Please see picture
2. TPWD will use 6 racks with tubes from the cardboard box.
 - i. The reef codes for these tubes will be SL1, GB2, GB3, GB4, MB1, MB2, MB3, LB2, LB3, SA1, SA2, and SA3. see picture
 - ii. Please contact Jan Culberston (jan.culbertson@tpwd.state.tx.us) for the correct numbering system as it changes every month.
3. Transfer test tubes to black 6 X 12 tube racks.
 - a. 3 regular racks to one black rack and 2 to the other.
 - b. 3 and 3 for TPWD
4. Get one of the fancy pipettors out of the white box on top of the refrigerator. Squirt the DI water inside of it into the sink.
 - a. Make sure the pipettor is set to 10 mL then place the end of the pipettor tube into the medium.
 - b. Pump the pipettor over the beaker a few times to get out all the air.
5. Place the tip of the pipettor into one of the test tubes at a slight angle and pump in 10 mL of medium.
 - a. Let the pipettor completely refill with medium before moving to the next test tube because the pipettors drips.
6. Repeat for remaining test tubes.
7. If there is extra medium grab an extra test tube from the yellow 6 X 12 rack on the bookshelf and pump 10mL into that tube. Place into one of the empty spaces on a black rack.
8. Grab one of the baskets of plain black caps by the sink.
 - a. Use the numbered caps for the extra tubes
 - b. Grab the caps out of the cardboard box for TPWD tubes
9. Twist on the caps, **BUT** only enough so as the threads catch.
 - a. If you twist on all the way the test tubes could explode while in the pressure cooker.