

Department of Biochemistry & Molecular Biology

Newsletter

The University of Texas M. D. Anderson Cancer Center

Volume 4 Number 1

February 2008

Genes & Development Spring Retreat May 9-11, 2008



Camp Allen Conference & Retreat Center,
Navasota, TX

Sign up at
www.mdanderson.org/genedev by **March 5**

Welcome to Patricia Lopez!
She is our new Senior Administrative
Assistant. Her office is S11.8336
(phone 4-6315).

Rodeo Houston March 3-22, 2008 at Reliant Park



Register for Rodeo Tickets

If you're a benefits-eligible employee, you can register for your chance to receive 2 free tickets to the performance of your choice. There are 20 performances and 21 pairs of tickets available for each performance.

Registration will take place on the Ticket Registration site, available

on the Inside M. D. Anderson home page under Featured Sites beginning Wednesday, Feb. 13. You'll be able to enter your name and choice of preferred concerts, but each employee can win only 1 time. At the close of registration, names will be drawn (randomly and electronically) and employees will be notified.

Registration will end Tuesday, Feb. 19, at 12:01 a.m. Winners will be notified Thursday, Feb. 21, by e-mail. All names will be posted on the rodeo tickets site. Tickets will then be distributed. All tickets are for personal use only and can't be sold.

For more details on Rodeo Houston and to check the complete list of concert entertainers, visit the Rodeo Houston site at www.rodeohouston.com/

iDeal to Offer Discounted Rodeo Carnival Tickets

Whether or not you have tickets to Rodeo Houston, everyone can go the rodeo carnival. Check the iDeal site for discount tickets at www.mdanderson.org/empresources/discounts/

Promotions & Transfers

In January, Greg Espersen transferred to MDACC's Facility Management Department as a Facilities Laboratory Planner. Upon Greg's departure, the BMB Research Facilities Coordinator position was eliminated.

Please contact ext. 3-3333 for BSRB facility/building related issues. Gary Cook is the official Property Manager to authorize facility related issues that require budgeted funds. If you have additional questions, contact Gary Cook.

In February, Jodie Polan was promoted to Senior Research Laboratory Manager. Jodie will now manage the Common Equipment, Equipment Inventory and Departmental Computers. Jodie will continue to coordinate and train researchers on the 16 available microscopic digital imaging systems.

Annual MDACC Inventory

March 4, 2008 – March 11, 2008

Jodie will make an appointment with each lab to hand scan inventoried equipment on MDACC's Master Inventory. Offsite equipment such as computers & printers must have new 2008-2009 Offsite Authorization forms completed. Please contact Jodie by e-mail for the Offsite Authorization form.

Outlook 2007 Replacing Lotus Notes



During 2008, MDACC is transitioning all Lotus Notes e-mail accounts to Outlook. Our department is awaiting our migration date. However, the Altris system downloaded the Outlook 2007 software to all networked computers during January. Please contact 4INFO if your MDACC computer did not receive the Outlook 2007 program. The e-mail migration is occurring in groups. IT-Support will allow entrance into the Lotus Notes for an unknown specified time after migration but eventually your Lotus Notes account will be deleted. Instructions should be provided for the saving Lotus Notes e-mails and addresses for insertion into Outlook.

2008 Employee Educational Event (EEE)

The Employee Educational Event is required for all full and part-time faculty, students, administration and research staff. The only exempt personnel are new MDACC hires that started after October 2007. It takes about 45 minutes to complete and can be accessed two ways:

1. On-line version: available on the Inside M. D. Anderson intranet site, under Featured Sites.

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2008 EEE, continued from page 1

2. Paper version: available at the Medical Research Library

Don't forget to print the confirmation page and store it in a safe place. If using the library, remember there is a 5¢ charge per page to print.

Computers



Protect Against Viruses: Don't Use Administrator or Guest Username

Computer viruses often scan for Administrator or Guest username to gain access to the Operating System files. Consequently, IT-Support has requested that all MDACC's computers access the internet with a different username. If you do not know how to add a new computer username, please contact 4INFO.

Departmental Common Equipment & Microscope Computers

Please help keep the computers operating efficiently by remembering that these computers...

- Are not for long-term file storage.
- Do not have back-up storage.
- Should have all files saved under a PI-Lab folder for easier researcher identification.
- Should not have image files saved to the desktop.
- Should not to be used for storing music.

Data and template files located on the Alpha Innotech Chemi Gel Documentation in S9.8429 and Dr. McCrea's Luminoskan computer should be downloaded and removed. Both computers will eventually be replaced.

WARNING: Computer "noises" can be the fan or the hard drive. Upon hearing computer noises, the wisest steps to take:



- Report the problem to the common equipment's designated Contact Person listed on the Intranet Site or to Jodie Polan by email.
- Download stored files.
- Yes, keep using the computer.
- Be cautious about relying on the hard drive to remain accessible.

Common Equipment



Report Equipment Problems

Please report any malfunctioning equipment, oil dripping from equipment, or computer noises to Jodie Polan. Timely repairs cannot be requested unless reported.

Alpha Innotech Gel Documentation Imagers

Steve Smith (the new rep) will be here on March 6, 2008 from 9:00am to 4:00pm. Steve will answer specific gel documentation imaging questions about both the HD2 (Fluo/Chemi) and Chemi Gel Documentation systems as well as provide training for new users. Steve will begin in Room S9.8219 and will meet researchers at the Alpha Innotech instruments on the 11th and 7th floors as requested. Please contact Jodie Polan to make an appointment.

Storm Phosphor Imager

The 11th floor Phosphor Imager has a working computer! The computer received a new power supply, had three viruses removed and underwent an update on its operating system. The software appears to be operating and previous files are still on the hard drive.

Centrifuges

Please take better care of the centrifuges by training new researchers to:

- Ask for instructions on a previously unused centrifuge.
- Properly insert and secure the correct rotor for an application.
- Balance tubes.
- Thaw ice and wipe water especially when near the internal sensor in the barrel.
- Store the rotors upside down to remove any residues.
- Clean the inside of a rotor with 70% ethanol.
- Report problems.
- And, according to the Beckman tech, turn the centrifuge OFF when not in use especially over the weekend. The centrifuge only requires about 10 minutes to cool to 4°C.

Please log all centrifuge use in the new Log Books that will start appearing by March 2008.

Microscopy



The new Olympus FV1000 confocal is operational but still missing the 405 laser and a 20X oil objective. Unfortunately, the Olympus Japan headquarters has not provided a delivery date for the 405 laser, but it is tentatively expected in March. The 20X oil objective cannot be ordered until funds can be budgeted.

The FV1000 is different from the FV500 because it has Spectral-line scan, FRET software, newer optical filters and eventually a 405 laser. The 405 laser is an UV-Type 3b laser that can easily burn a hole in the retina thereby causing blindness. Consequently, all users must learn new safety precautions for the FV1000. In addition, all new users must undergo training on the FV1000, as it works differently from the FV500. Researchers with ongoing projects should compare a sample acquired on both the FV500 and the FV1000.

Safety



REMEMBER:

- Change gloves after handling radioactive or virus-containing solutions or specimens.
- Avoid touching items considered "universally clean" such as a computer mouse, microscopes or door handle with contaminated gloves!
- All areas and instruments (including pipettes) need to be labeled as radioactive and wipe tested.
- All wipe test and radioactive reagent logs must be kept for 3 years by the PI
- Cleaning or decontamination solutions exist for:
 - Low-level radioactive solutions
 - Biohazardous solutions (ex. virus)