How to schedule, pick up, use, and return SEP kits...

**ELIGIBILITY**
SEP Kits are for SEP participants who have participated in and fulfilled the requirements for the SEP program. You also must be able to sustain your interest and read this document despite the tiny font.

**KIT SIGNUP**

**Before Kit Signup Day (KSD)**
- Read this Kit Guide, Kit List, and Sample Kit Request Form in the Kit Signup Day mailing.
- Use SEPGuides to find other documents you may want such as individual kit inventory lists: libguides.fredhutch.org/sep
- Identify the dates you hope to use kits, plus some second and third choices.
- Use the Sample Kit Request Form to record information about the size of your classes, activities desired, etc.

**Kit Signup Day**
- Bring your school calendar or planner and your sample Kit Request Form (oh yes, and your pot luck item)
- Draw a lottery number that determines your kit signup time.
- When your number is called, a Kit Signup Escort will work with you and schedule your kit use. The escort will record the results on the official green Kit Request Form.
  **You must be present or have a person, preferably another SEP teacher, draw a number and sign up for you. Only SEP participants or their designated representatives may sign up for kits. SEP staff cannot signup for you.**

  **NOTE:** After the first round of signups is complete, you may extend or adjust your kit reservation time if space in the kit schedule permits.
- Record kit pickup and return dates on your school calendar. Add reminder dates to contact us and confirm your request at least 1 week ahead of pickup.
- When your request form is completed, review it with Caren. Please be patient if there is a line or go eat.
- About 2-3 weeks after Kit Signup Day, a summary of your kit request will be e-mailed to you.
- Check this summary for accuracy and contact us immediately if it is not correct.
- Contact us if you need to change or cancel your planned use of any kit or equipment: sep@fredhutch.org. We know schedules change, so let us know if you need to make adjustments.
- Mid October is when we will be ready to accept kit requests from people who missed KSD.

**PLANNING**

**Class sizes and groups**
- We assume you have 32 or fewer students per class, working in groups of 4 students or 8 groups per class. We use those numbers in our calculations for reagent quantities to provide you. The ELISA, Chromatography, and Water Kits are exceptions—we assume students work in pairs. Further, we assume that you teach a maximum of 5 classes. Please let us know if your numbers are radically different from our assumptions.
Kit Loan Periods

- All kits [except Fly Kit]: Two weeks per kit during the first round of scheduling; scheduling can be extended in round 2 after everyone has been through the first round and if schedule space permits.
- Fly Kits: 6 weeks. Remember to obtain flies from UW a few weeks in advance to have time to expand the stocks.

Kit Use Beyond Your Own Classroom

SEP kits are for the use of SEP teachers only. Other teachers interested in using the kits are encouraged to apply to SEP or contact the Amgen Bruce Wallace program at Shoreline Community College.

USING SEP KITS

Inventory Lists and Kit Packing Maps

Each kit contains an inventory list of its contents. Use that paper copy to check your items in and out. It can be difficult to repack the crates just as you received them – it is better to place an item in a different crate than to try to “cram” it in the crate and not have the lid close completely. If you have problems, give us a call. Use the Gel Kit Packing Map [picture] in the Gel Kit crates to see what “packed” looks like, or look for the picture on SEPGuides.

Broken Equipment

Label any broken equipment with a bright green or pink REPAIR tag taped right on the item [tags are in the clear plastic sleeve with your inventory sheet and return information]. We are unable to check every piece of equipment each time a kit is packed, so we rely on teachers and students to let us know when the equipment needs attention. Alert your students in advance to help you mark any problem items.

Gel Box Lids

The gel boxes lids crack easily when too much stuff is piled on top of them. Replacements cost $75. So, we are delighted that you are using the kit packing maps. As the maps show, pack only 2 gel boxes in a stack in the kit, and do not put anything heavy on top of the gel boxes. Tube boxes and other light items may be placed on top of the gel boxes.

Pipet Tips and Microtubes

Please discard any used tips or microtubes but return any unused items to us. We assume that if they are in the box, they have not been used. Return partially filled tip boxes to us. We refill, re-sterilize, and reuse them. If a box has been opened, even if none of the tips or tubes were used, please indicate that it is no longer sterile by removing the autoclave tape or placing the tape in a different position on the box.

Micropipets

These cost around $200 each, a minimum of $38 to recalibrate, and around $70 to repair when damaged. Repair is needed when students adjust micropipets out of range, drop them, or suck liquid up inside them.

Permanent Markers

Try to get everyone in the habit of putting caps on firmly to prevent them from drying out.

Agarose

Please use only what you need; return any unused agarose powder. Save used agarose for making practice gels.
Freezer/Fridge Boxes
Return Freezer and Fridge Boxes to the Teachers’ Freezer or Fridge. They take a long time (hours) to refreeze if they are left out, so please don’t leave the freezer boxes inside the kit crates! PLEASE RETURN BOXES WITH YOUR KITS!!

LB Agar (and Other Transformation Lab Supplies)
Media sterility is critical to the success of your experiments. Please help by marking any bottles or containers you open from the Transformation Kit.

Mailing Supplies
With the exception of Equipment-Only Kit related enzymes and DNA, our policy is not to mail any kit supplies to you unless we’ve made a mistake in packing your kit.

Special Requests
Special requests or changes made during the school year that are not on your yellow Kit Request Form should be made at least one week in advance of your pickup.

Kit Evaluation Form – NOW ONLINE!
No more pink sheet! After you use the kit, please fill out the online Kit Evaluation Form on SEPGuides. You can find the form under the tab SEP Teacher Resources: Kit Evaluation Forms. This form tells us how many students used kits—very important information for our funders. It also provides space for your suggestions and student comments.
From Request to Reservation

| Are you going to pick up and use the kit? |
|-----------------|-----------------|
| Yes!            | No! 😊           |

At the beginning of the month, you receive a reservation email from us detailing your kit reservations for that month.

REPLY to the Reservation Email to let us know you WILL be picking up the kit, and any changes needed to your reservation.

REPLY to the Reservation Email to let us know you WILL NOT be picking up the kit, so we can cancel your reservation (opening up the kit to other teachers).

What happens if I don’t respond to the reservation email – will my kit be ready on the date I requested?

NO 😊

NO

Really? My kit won’t be ready if you don’t hear from me? 😩

Really. Only those kits we know are going to be picked up will be prepped. Communication is golden!

Can I make changes to my kit requests or dates?

Absolutely! We will always try our best to accommodate scheduling changes. Please remember though that there are certain times of the school year when kit use is extremely heavy and availability is limited.

How do I change my kit requests?

The best way: email us at sep@fredhutch.org and one of us will be in touch!

Kit Pickup

| When are you picking up your kit? |
|-----------------|-----------------|
| Weekday          | Weekend or Holiday |

- **When will my kit be ready for pickup?**
  - After 2 PM on the day of your reservation.
  - Anytime after 3 PM on Friday through 8 AM Monday.

- **Access to FHCRC and SEP**
  - From 7 AM – 7 PM, normal Hutch business hours
  - Anytime during the weekend [although security might frown upon odd hours].

- **How do I get in?**
  - Sign in at reception desk & ask for an SEP visitor badge [it will have a toy animal attached to it]. This badge will get you through the glass security door and into the SEP Lab.
  - Buzz security at the front door; they will have your name on a weekend access list and will remotely open the front door. You will not need a badge to enter the Teaching Lab.

- **Where do I pick up my kit?**
  - SEP Lab, A1-023 unless directed otherwise
  - Teaching Lab, B1-076 unless directed otherwise

- **How will I know what to take?**
  - All of your items will have your name on them. Look for the colorful, large dated sign with your name; it will also list any extra items [freezer box, incubator, E. coli, equipment, etc] that you need to take with you.

- **How do I avoid making a repeat trip?**
  - Make sure you pick up all of your items, especially your freezer/fridge stuff!

- **Do I have to carry all this stuff?**
  - There will be SEP carts available to transport kit items to your vehicle. Please return the carts to the area you found them. Big kits now sit on dollies for your use.

- **Who do I call if I have problems with access?**
  - SEP: 206-667-4487
  - Hutch Security: 206-667-6000

When you check in before 9:15 on KSD, mention the code word sunshine to get an extra door prize red ticket.

Kit Return

| When are you returning your kit? |
|-----------------|-----------------|
| Weekday          | Weekend or Holiday |

- **When are you returning your kit?**

- ** SEP: 206-667-4487**
  - Hutch Security: 206-667-6000
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>When does my kit need to be returned?</td>
<td>By 7 PM of your return date at the latest. Early return is always appreciated!</td>
</tr>
<tr>
<td>Where do I leave my kit?</td>
<td>Bring it back to the SEP Lab, A1-023 ONLY. Do Not leave it in the Teaching Lab.</td>
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<tr>
<td>Where do I put freezer/fridge items?</td>
<td>Please return cold items to the freezer or fridge in the SEP Lab.</td>
</tr>
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<td>How will I know what to bring back?</td>
<td>That colorful, large dated sign with your name is a great way to track what needs to be returned. Also, each kit has its own Inventory List, which can be used while repacking the kit to make sure all the items make it back into crates.</td>
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