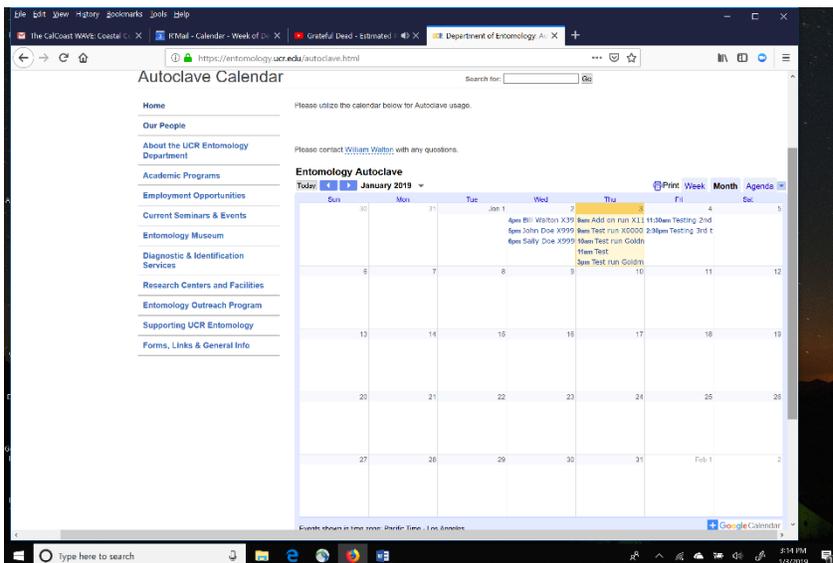
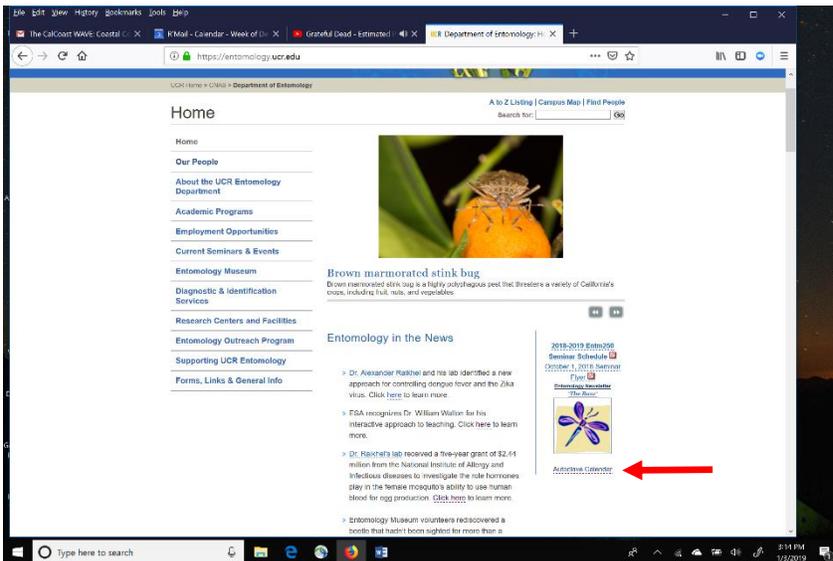


Using the Autoclave Calendar

A link to the calendar can be found on the department's home page.



When you click on the link, the calendar will appear.

Entering autoclave runs into the calendar:

- 1) Open your R'Mail (Google) calendar.
- 2) Enter **your name, phone number, and cycle number** at the **time** that you intend to use the autoclave.

Use the 4 pre-programmed cycles (Cycles 1-4) or a fifth modified cycle.

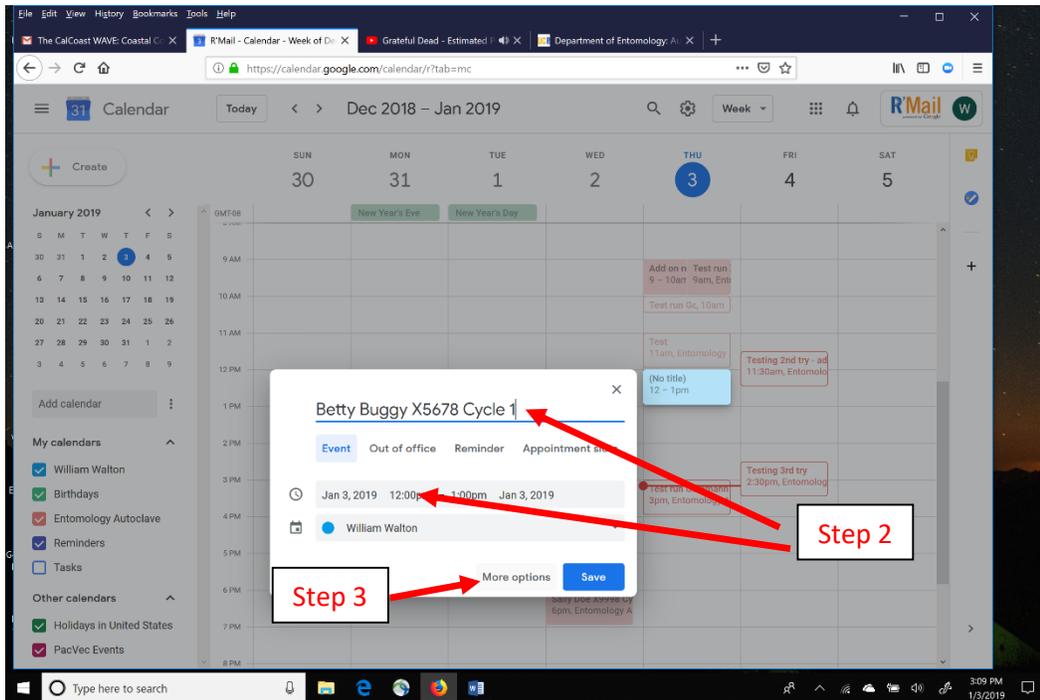
Cycle 1: Gravity, 30 min. sterilization, dry cycle, fast exhaust (e.g., waste)

Cycle 2: Liquids, 30 min. sterilization, slow exhaust (e.g., liquid media)

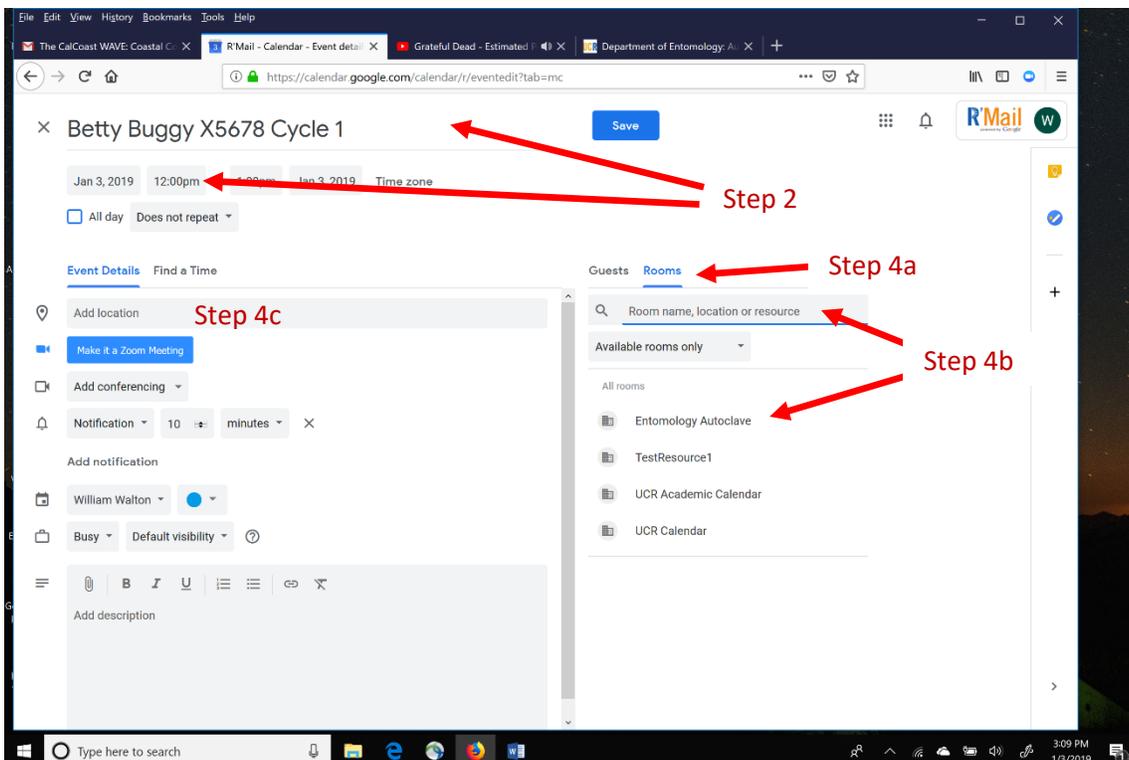
Cycle 3: Gravity, 15 min. sterilization, dry cycle, fast exhaust (e.g., glassware)

Cycle 4: Liquids, 15 min. sterilization, slow exhaust (e.g., small volume liquid media)

Cycle 5: modified cycle (e.g., Liquids, 60 min. sterilization, slow exhaust; large volume (> 500 mL) liquid media. Enter as **"Cycle 5 liquids 1 hr"** into the calendar.)



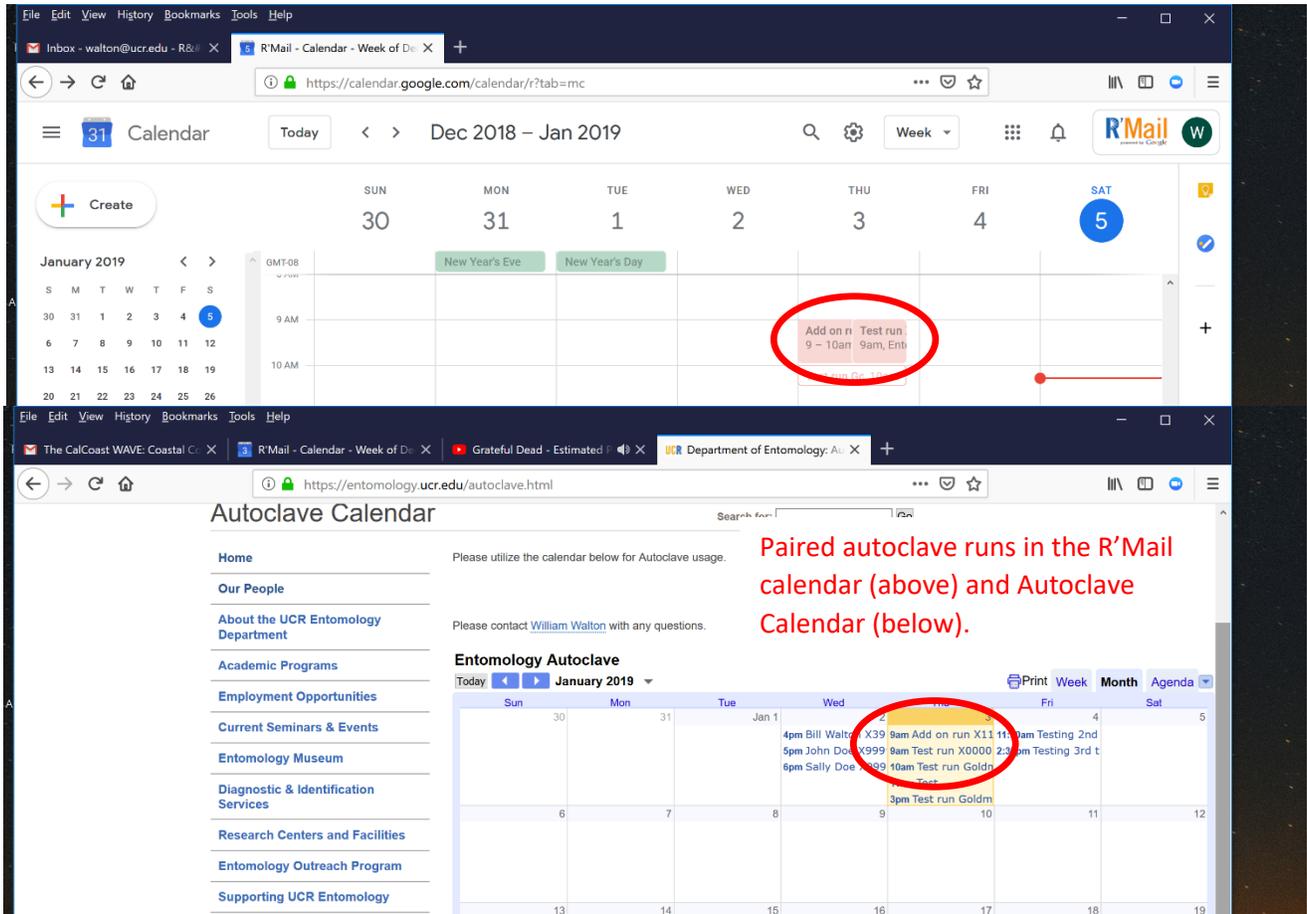
- 3) Select "More options"
- 4a) Select "Rooms"
- 4b) Enter (or select) Entomology Autoclave.
- 4c) "Entomology Autoclave" will then populate the "Add location" box on the left side of the page.



5) Select "Save". The entry is duplicated automatically from your R'Mail calendar to the Entomology Autoclave calendar.

6) You can delete the duplicate entry in your R'Mail calendar.

7) **To add your autoclave run to an already scheduled run**, enter your information for the same time period into your R'Mail calendar. Follow steps 2-6. Duplicate entries will appear on the Autoclave Calendar (see below).



Paired autoclave runs in the R'Mail calendar (above) and Autoclave Calendar (below).

Let's save some water!