

Laboratory Technician Job Responsibilities:

Support laboratory operation by maintaining glassware; maintaining logs and record books; troubleshooting and resolving problems; support of method development and validation, and preparing media and reagents.

Laboratory Technician Job Duties:

- Maintain Good Laboratory Practices including PPE and chemical hygiene.
- Understand CA BCC compliance and following laboratory SOP procedures
- Laboratory safety training
 - Use of PPE
 - Spill kits
 - Chemical hazards- SDS sheets and general safety procedures
 - Working and Using of fume hood
- Maintain laboratory notebook following ISO17025, EPA or FDA practices. (As needed)
 - Basic LIMS data entry to include weights and volumes
 - Understand how to fill out and review processes/procedures (SOP's), Work Instructions, Logs and Forms from quality management system (QMS)
- Maintain glassware
 - Washing, sterilizing, and restocking.
- Daily verification and recording of;
 - Analytical balance, volumetric dispensers, and pipettes.
 - Moisture balance
 - Ultra-high purity water system
 - Refrigerator and freezer temperature logs
 - pH calibration logs
- Preparation of reagents
 - Prepare solvents for extraction
 - Prepare Potency HPLC mobile phases
 - Filter mobile phases
- Maintains sample prep areas and equipment.
 - Clean and sterilize counter tops, work surfaces and equipment
- Performs proper waste disposal procedures under guidance of laboratory manager
 - Autoclave all biohazard waste (as applicable)
 - Dispose of all organic waste according to waste disposal SOP
- Maintain sample intake area
 - Sample aliquoting supplies
 - Keep sample intake area organized and stocked
 - Sterile field procedures
- Maintain Cleanliness of lab
 - Take out trash following accepted safety protocols for laboratory waste
 - Clean bathroom
 - Mop floor
- Laboratory inventory management (under supervision of analyst or laboratory manager)
 - Record quantity on hand for all items on laboratory inventory sheets
 - Verify location of inventory items on inventory sheets
 - Ensure all stock is arranged by received date and lot number
 - Ensure inventory is stored under appropriate conditions
- Sampling

Laboratory Technician Skills and Qualifications:

Bachelors level education, Sterilization, Biohazard and chemical hazard Safety, Gravimetric Quantification, Volumetric Quantification, Knowledge of Significant Figures, Proper Use of Pipette and Lab Syringes.