

LSOP Title	Pipette Usage
LSOP No.	LSOP68
Version	1.1
Location	UQ Node/Centre-wide
Policy/Procedure Link	UQ- Equipment
Risk Assessments	
Approved by	<i>Franziska Fichtner</i>
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1.0 Scope

To outline how to use a pipette. Includes adjustment, tip selection, dispensing liquid.

2.0 Prescribed Actions

Pipettes are precision instruments and should be handled with care.

Adjusting:

- To set the desired volume, turn the knurled adjustment ring or adjustment knob.
- Ensure that you do not wind the pipette below the minimum or above the maximum.
- Gently place a tip on the end. Always use a pipette with a tip. Always hold your pipette upright.

Which tip?

- Standard non-filter pipette tips (non-sterile):
 - Loading gels
 - Isolating DNA
 - General pipetting
- Filter pipette tips (sterile, DNA/RNase-free):
 - Protect your sample and your pipette
 - PCR, qPCR

Dispensing Liquid:

- Depress the button to the first stop position.
- Insert the tip just below the surface of the liquid.
 - Place only the tip into the solution.
 - If the liquid comes in contact with the pipette, it will damage it.
 - You may also contaminate your solution.
- Release the button slowly to draw up the liquid.
- Always ensure the pipette remains upright and do not turn the pipette upside down or lay it on its side when there is liquid in the tip.
- Dispense the sample by slowly depressing the button to the second stop position.