

## What Every New Screener Should Know

### 1. SCREENING ROOM STAFF:

Stewart Rudnicki	<a href="mailto:Stewart_Rudnicki@hms.harvard.edu">Stewart_Rudnicki@hms.harvard.edu</a>	SGM 613
Katrina Schulberg	<a href="mailto:Katrina_Schulberg@hms.harvard.edu">Katrina_Schulberg@hms.harvard.edu</a>	SGM 613
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The best way to contact the screening room staff for questions is through the email address [iccb\\_screen@hms.harvard.edu](mailto:iccb_screen@hms.harvard.edu). This will send your email to each staff member. You can also contact us by phone, 617-432-5815 for room 613.

### 2. OTHER SCREENING GROUP STAFF:

Caroline Shamu Director, ICCB-Longwood  
Su Chiang Assistant Director of Screening, NERCE/NSRB

### 3. GENERAL INFORMATION

Our website, <http://iccb.med.harvard.edu>, is very extensive and can probably answer most of your questions. Please refer to our website first for your queries. We are constantly updating our website, so please let us know if you have suggestions.

### 4. YOUR SCREEN IS YOUR RESPONSIBILITY

The screening room staff helps to train new screeners in the use of screening instruments, and answers questions about the screening facility. They also perform all pin transfer steps, and run the complex automation (eg. the Seiko and Epson) for screens as required. ALL other steps of a screen are the responsibility of the researcher.

### 5. INITIAL VISIT

You must contact Caroline Shamu, or Su Chiang and the Screening room staff prior to your first visit to discuss the goals and logistics of your visit in detail. If you are planning to use equipment of any sort during your first visit, we will reserve time on the appropriate instruments to ensure that you have access when you arrive. On your first visit, you will meet with Caroline Shamu, and/or Su Chiang for a general overview of the screening process. Afterwards, you may meet with the screening room staff to begin training on the equipment.

### 6. FEE FOR SMALL MOLECULE SCREENING

As of October 1, 2005, a fee is charged for access to small molecule screening at ICCB-Longwood. Please see the 'Application for Screening' page for more details about the fee structure. You will be asked to provide a billing code for the fee at one of your first visits to the screening facility. Note that the fee will be charged only after screening is underway and not during the assay development phase of your project.

## 7. MEETING WITH DAVE WROBEL

You must meet with Dave Wrobel (David\_wrobel@hms.harvard.edu) to discuss data analysis and database submission BEFORE pin transfer of compounds into assay plates can be scheduled.

## 8. USE OF ONLINE SIGN-UP SCHEDULING

Every piece of equipment has an online sign-up schedule. Sign up with your name and a contact phone number, only for the time you will be using the instrument. You are allowed to sign up for equipment during the current week and following week and up to four hours a day (exceptions can be made with permission from screening room staff, if scheduling allows). If you make an error and are not able to correct it, please contact the screening room.

## 9. PIN TRANSFER SCHEDULING

Pin transfer scheduling is done either in person or through the online pin transfer request form: [http://iccb.med.harvard.edu/screening/application/pin\\_transfer\\_form.htm](http://iccb.med.harvard.edu/screening/application/pin_transfer_form.htm). Our time slots are generally 11:00, 1:00, and 3:00, but we can make other arrangements if necessary. Screeners are limited to two hours of transfer time per day (exceptions can be made with permission from screening room staff, if scheduling allows). Do **not** send pin transfer requests to individual staff members.

## 10. PIN TRANSFER REQUESTS

Your library plate NUMBERS for pin transfer must be submitted 24 hours before you are scheduled for pin transfer. There are no exceptions. If you have questions about selecting library plates to screen, please consult Caroline Shamu, or Su Chiang. When you first meet with the screening group to discuss your assay, you will be provided with an up-to-date list of available libraries and our recommendations for prioritizing them in your screen. The latest version of this list is always available on the compound libraries page as a PDF titled "Recommended Screening Priority for Compound Libraries".

## 11. ASSAY PLATES

Assay plates prepared for pin transfer should be labeled with the library plate number from which compound will be transferred and the replicate should be specified. For easiest handling, it is preferable that the label is on the short side opposite the letters. All lids should be removed and plates should be stacked in an order agreed upon with a staff member before pin transfer.

## 12. BE READY

Your plates must be ready for pin transfer by your appointment time. Your appointment indicates when pin transfer will start. Make sure all plate filling, etc. has been completed by that time. Please be punctual. Delays can have a rippling effect for all following pin transfer appointments.

### 13. RESPECT THE SCREENING ROOM

The screening room is shared by many people. Please clean up after yourself and leave the machines ready for the next person to use. There is not much room for storage; please take everything with you unless previous arrangements have been made.

### 14. PROTOCOL SUBMISSION

A protocol is required for each screen. Protocols are essential to understand the context of the submitted data. The protocol can be simple but should include specifics such as volumes added; which instruments were used for liquid handling, pin transfer and plate reading; and the make up of any reagents and buffers. Also, a description of what is considered a positive in the assay is helpful. The protocols should be submitted as a Word or text file via email to [iccb\\_screen@hms.harvard.edu](mailto:iccb_screen@hms.harvard.edu). Your protocol should be submitted by the time 25 library plates have been screened.

### 15. CHERRY PICK REQUESTS

Cherry pick requests must be sent to Dave Wrobel, in the correct format, *after* data has been submitted a cherry pick can be requested. This request will be forwarded to the screening staff, which will create your cherry pick plate within two weeks of receiving your request. You are allowed to request up to 0.3% of the total number of compounds screened. One micro liter of each compound requested will be provided. You will be notified by email when your plate is ready.

### 16. CHEMISTRY CONSULTATION

For NERCE/NSRB screeners, there is a medicinal chemistry staff member with whom you can consult. Meetings with the NERCE/NSRB medchem group can be arranged to provide advice for follow-up experiments. This is appropriate once cherry picked compounds have been tested to confirm initial screening positives. Please contact Su Chiang ([su\\_chiang@hms.harvard.edu](mailto:su_chiang@hms.harvard.edu)) or Kyungae Lee ([Kyung\\_lee@hms.harvard.edu](mailto:Kyung_lee@hms.harvard.edu)) to arrange a chemistry consultation meeting.