

# LAB JOBS

**MARIE** = responsible for the water tanks with deionised water

Filling, cleaning if necessary, reporting when the Aqualab has to be replaced

Also the eye-wash bottles have to be re-filled every month, and date should be indicated.

**NONG** = responsible for the cleaning of glassware

Collecting the lab glassware, emptying the racks near the sink, running the dishwasher,

washing the glass pipettes, putting all dried stuff back on the shelves.

**KATRIEN + ISA** = checking stock of agarose, cleaning the spot of the electrophoresis tanks

**JOLIEN** = responsible for stocks of 10x TBE and EDTA solutions

**DINARZARDE + SOFIE** = responsible for the Genflash; Midori Green; shakers and centrifuges

Cleaning the spot around the Genflash and check whether people work there as they should; regularly empty the memory card.

Maintenance and cleaning of the shakers and centrifuges, also check whether booking sheets are available for the shakers.

**ZOHRA** = responsible for the bins

Empty the small bins, put the big bins near the big elevator and get them there when they are emptied (Tuesday & Thursday); also check the bins from the formamide and the agarose-gels.

**CHARLOTTE** = responsible for the autoclave

autoclaving the cloning waste, cleaning the autoclave regularly

**GONTRAN + KARIN** = responsible for the data storage/ backup + lab meetings

**GONTRAN** = responsible for the AB3130xl sequencer

maintenance, PC, logbook, products, ...

assistants: Karin,

**CARL + FREDERIK** = responsible for Qubit, BioAnalyzer and Nanodrop

Maintenance and calibration if necessary.

Keeping the analysis corner clean.

**KARIN** = responsible for the lab-budget (orders & bills)

ordering the lab-material and products for general use; contacts with sales-representatives; making bills for the use of the AB3130xl

also responsible for the lab coats and the laundry (towels)

**Whenever you will be absent for some days, weeks or months (due to holiday, congress, going abroad, ...) please contact somebody to take care of your job, preferably a long-time visitor.**