

List of Instrument Responsibilities (Hilvert/Kast Groups)

Dec 10, 2014 ff.

Every person responsible for a device should assemble a short manual (set of key instructions + emergency procedures) and attach it

Device	Location	Responsible person(s) and priority	Deputy
Bioreactor	C343	An / Bernard	
All shaking incubators	F334/340/343, E305	Adrian / Anthony	Xavier
Large shaker	C343	Adrian / Anthony	Xavier
Mobile UV monitors & chart recorders	–	Reinhard	
Mobile Fraction collectors	–	Reinhard	
PCR workstation	F332	Richard / Linda	N/A
PCR machines	F330, F336, F340	Susanne	
Incubator cabinets	F340, C343	Susanne	
Videosystem	F334	Reinhard	
Transilluminators	F334	Reinhard	
BSL 2 Laminar flow hood	C343	1.Susanne 2.Regula	N/A
Ultrapure water units	F330, C343, E392	Regula	
Large autoclave	C343	Regula	
Microwave oven	F332	Regula	
Glass & plasticware storage	F343	Regula	
Small UV/vis spectrophotometers (Helios)	F330, F340	Susanne	
– 80 °C freezers	F343, C343, E305	1.Regula 2.Moritz 3.Takahiro 4.Susanne 5.Shiksha 6.Marianne	
CO ₂ incubators / flow hood	F330	Leyla	
Nikon microscopes	F330, F338	Leyla	
Olympus microscope	C343	Marianne	Susanne
Sorvall centrifuges & rotors	C343, F330, F340	Richard / Stephan	
Liquid N ₂ station	F330	1.Leyla 2.Regula 3.Takahiro 4.Susanne 5.Shiksha 6.David	
Electroporator	F340	Susanne / Bernard	
Sonicator	F343	Jurate	
CD spectrometer	F341	Linda / Takahiro	N/A
Fluorescence spectrometer	F341	1.Eita 2.Yusuke	N/A
Microtiter plate readers	F341	Richard / Adrian	N/A
DNA sequencing & bar code admin.	F343	Richard / Takahiro	
Phast systems	F336, F338	Jurate	
pH meters	F322, F332	Clément	
Lyophilizers & speed-vac	F326 + F334	1.Robertas 2.Reinhard	N/A
Stopped-flow spectrometer	F341	An	Reinhard
CO gassing device	F343	An	
Analytical ultracentrifuge	F343	Regula / Yusuke	N/A
PC & Mac: SOFTWARE	–	1.Raphael 2.Shiksha/Stephan/David	N/A
PC & Mac & printers & beamer: HARDWARE	–	1.Stephan 2.Raphael/David/Shiksha	N/A
Server+network	F327	1.David 2.Stephan/Shiksha/Raphael	N/A
Web pages	–	1.Shiksha 2.David/Raphael/Stephan	N/A
HPLCs	F326/F343	Xavier / Reinhard / Marcel	N/A
LC-MS	F343	1.Xavier 2.Marcel	N/A
Peptide synthesizers	F326	1.Marcel 2.Yusuke	N/A
UPLC	F343	1.Sabine 2.Adrian	N/A
UV spectrophotometers & cooling system	F341	1.Eita 2.Yusuke	N/A
Nanodrop	F341	Moritz	

Small autoclave	F343	Sabine	
FPLCs	F332/F343	An / Yusuke	Takahiro
Cuvette & NMR tube washers	F341	Clément	
Copy machine & paper	F329	Anita	Antonella
Evolution robot	F341	Regula / Jurate	N/A
HT pipetting "Liquidator" & Ranin multich. pip.	F343	Adrian	
Tabletop centrifuges	–	Richard / Regula	N/A
Balances (keeping them clean = user's duty!)	–	Regula	
TLC fluorescence lamps	–	Ppl. actually using them / respective lab	N/A
Argon systems	–	respective lab / Richard & Xavier for information	N/A
Gilson pipettes	–	Regula	
Pipette boys	–	Regula	
Real-time PCR	F343	1.Adrian/Jurate 2.Marianne	N/A
Microfluidics station	–	1.Richard 2.Moritz	N/A

Special services:

Chemical inventory & solvents	–	Clément / Marcel	
Agar plate service	C343	Katja / Federico (David / Regula)	N/A
Enzyme ordering	F340	1.Susanne 2.Linda	N/A
Chemical-Safety officer	–	1.Clément / Marcel 2.Regula	N/A
Bio-Safety officer	–	1.Regula 2.PK	N/A
Regeneration of Ni(II) beads	–	Robertas / (Regula)	N/A
Behringer Simon Lecture	–	1.Sabine 2.David	N/A
D-BIOL shop	–	1.Regula 2.Raphael/Susanne/Richard/Linda	N/A
Refilling of tip boxes	–	Katja / Federico	Leyla
Autoclaving service (see separate rules)	–	Leyla	N/A
Coffee machine / cleaning	F329	Ppl. actually using it should take turns	Antonella
Coffee machine / ordering	F329	Antonella / Anita	N/A

Room responsibilities:

Cold rooms	F332, F340, C343	Regula	N/A
Warm room	C343	Regula	N/A
Dark room	F334	Regula / Richard / Moritz	N/A
Mol. biol. instr. room	F343	Regula	N/A
Library/seminar (appearance & projectors)	F329	Anita / Antonella / Chrissula / Nathalie	N/A
Chemical storage room	F324	Clément	N/A
BSL 2 lab	C343	1.Susanne 2.Regula 3.Marianne	N/A
Media kitchen	C343	Leyla	N/A
Lab course instrument rooms	D305, E305	Regula	N/A

Advising about use of:

Rotary evaporators (incl. high vac. rotavap)	–	Richard / Marcel / Clément	N/A
Dry solvents	–	Richard / Marcel	
Small molecule crystallography (superuser)	–	Xavier	
NMR service (superuser)	–	Clément / Anthony	N/A
Membrane pumps	–	Regula	
Oil pumps	–	Richard / Anthony / Clément	N/A
MS service (superuser)	–	Reinhard	N/A