

Lien Lab Duty

General business shared and maintained by all lab members:

Revision 2022/08/27

(1) ACSF and sucrose saline preparation (all lab members)

(2) Animal management (all lab members)

Bottle (ACSF and sucrose) wash team:

(3) A group. Jimmy (group leader), George (odd month)

(4) B group. YL (group leader), Wahab (even month)

Administration manager (full-time)	Bella (施曉婷)	公文; Accounting and grant budget management; General supplies ordering; Order lunch box for lab meeting; Maintain the good condition and cleanness of copy machine and public PCs; Clean the paper shredder; Clean the coffee machine; Website management; Switch the air conditioning of RM 748; Maintain the server (scan virus)
PhD student	Jimmy (Lab duty manager)	Supervise all lab duties; Management of controlled drugs; Monitoring the bio-hazard waste disposal; Supervise the bottles and flasks in the bath of ultrasound cleaner and oven; Seminar room R745 (every 4 months); Mouse manager;
PhD student	Jimmy	Cadaver disposal; Animal trafficking and ordering from NHRI; Monitoring the bio-hazard waste disposal; Infectious waste disposal (share with Wahab); Maintain the pH meter and osmometer in good conditions;
PhD student	YL	Mouse colony manager; Virus management; Maintain pullers & microforge in good conditions (filaments, desiccated stones); Supervising/assign the water bath washing;
PhD student	Wahab	Infectious waste disposal (share with Jimmy); Staining brown bottle; Staining laminar hood; Check the expired brown bottles (2 weeks); Fridge in the public area/microwave; Mop the floor of R750; Mop the floor of R749 (outside); Maintain pullers & microforge in good conditions (filaments);
PhD student	Yaya	Virus management; IACUC animal protocol preparation; Clean the water bath in Room 750; Chemical waste fluid disposal (together with HC); refill hand towel in R750, R740, R747; clean up the whiteboard and prepare RGB marker before meeting; Mouse colony manager; Animal orders; Virus management; Lab glass collection and waste (battery) disposal; Chemical waste fluid disposal
PhD student	Daron	Cadaver disposal; Cleanness of tool table (R747); Empty the sink outlet basket every day (R750); Daily check of dehumidifier; Clean the desktop and update the system of the public laptop; Cleanness of fridge in R741 (Disposal of outdated food and wipe the fridge every 2 weeks.) ; Check PPT files have been uploaded to Lienlab Cloud after 1-1 discussion and lab meeting (1-1 Discussion, Datablitz and Progress report files); Order the refreshment for the lab meeting
PhD student	Gerick	Mop the floor of R752; Cleanness of the table near mouse cage (R750); Clean the tank for ACSF/sucrose saline; Mop the floor of culture room; Cage washing; Make a note of items that we discussed in the lab meeting and then spread the note to all lab members after the meeting; Empty the sinoutlet basket everyday (room 747);
Master student	YJ	Mouse colony manager; Animal orders; 2-photon condition (temperature, humidity, water including chiller 換水 multiphoton microscope chiller , power supply 濾網清洗; 換乾燥劑; 換 multiphoton microscope 可見光燈源); Maintain pullers & microforge in good conditions (filaments, desiccated stones); Ordering carbogen cylinders
Master student	Wendy	Mop the floor of R739; Freezer -70 C (filter changes every 3 months/registration required!); Freezer -40 C (filter changes every month); Cleanness of 4°C fridge in R750;
Master student	Ben	Mop the floor of R740; Clean the water bath in Room 747; Mop the floor of R747;
Master student	Ya-Tien	Mop the floor of R741(Setup zone and student office; including trash bin); cage washing; Mop the floor of R748; Daily check of dehumidifier;