

Lien Lab Duty

General business shared and maintained by all lab members:

Revision 2023/03/25

(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)

(4) B group. YL (group leader)

Administration manager (full-time)	
Wendy	<ol style="list-style-type: none"> 1. Official document 2. Accounting and grant budget management 3. General supplier ordering 4. General supplies ordering; Order lunch box for lab meeting 5. Maintain the good condition and cleanness of copy machine and public PCs 6. Clean the paper shredder 7. Switch the air conditioning of RM 748 8. Maintain the server (scan virus) 9. Manage Lienlab calendar
Research assistant	
Jennifer	<ol style="list-style-type: none"> 1. Mouse colony manager 2. Website checking 3. IACUC 4. Manage Lienlab calendar 5. 協助學門規畫案 6. 協助宏博學人聯誼會 7. Maintain coffee machine
PhD student	
Jimmy (Lab duty manager)	<ol style="list-style-type: none"> 1. Supervise all lab duties 2. Mouse colony manager 3. Animal trafficking and ordering from NHRI
YL	<ol style="list-style-type: none"> 1. Mouse colony manager 2. Virus management
Daron	<ol style="list-style-type: none"> 1. Clean the desktop and update the system of the public laptop 2. Maintain the desktop function and fixation 3. Maintain the software 4. Maintain the STEREOTAXIC INSTRUMENTS 5. Maintain the pH meter and osmometer in good condition 6. Staining brown bottle; Staining laminar hood 7. Check the expired brown bottles (1 time/2 weeks) 8. Website management 9. 741 printer management
Gerick	<ol style="list-style-type: none"> 1. R750: Empty the sink outlet basket every day (PRN) 2. Clean the tank for ACSF/sucrose saline 3. Refill tip's boxes and autoclave them 4. Refill R750 dH2O 5. Infectious and PFA waste disposal (1-2 times/weeks)
Ramzan	<ol style="list-style-type: none"> 1. Clean the floor of R740(1 time/2 weeks) 2. Clean the floor of R747(1 time/2 weeks) 3. Clean the floor of R741(1 time/2 weeks) 4. Clean the floor of R748(1 time/2 weeks) 5. Clean the floor of R750(1 time/2 weeks)
Master student	
YJ	<ol style="list-style-type: none"> 1. 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) 2. Maintain pullers & microforce in good conditions (filaments, desiccated stones)

	<ol style="list-style-type: none"> 3. Ordering carbogen cylinders 4. Maintain the Environmental, Health and Safety document(including SDS documents) 5. Refill R747 dH₂O
Ben	<ol style="list-style-type: none"> 1. Room 750: bedding change 2. Room 750: bedding disposal Cage wash
Ya-Tien	<ol style="list-style-type: none"> 3. Return the animal cage and items to animal center 4. Clean the water bath in Room 747 + 750 5. Cadaver disposal (1 time/month) 6. Clean the floor of R739 7. Freezer -70°C (filter changes every 3 months/registration required!) 8. Freezer -4°C (filter changes every month) 9. Cleanness of 4°C fridge in R750 10. Fridge in the public area/microwave 11. Maintain pullers & microforce in good conditions (filaments)