**Responsibility List**

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|  | | Responsibility | Name |
| **General** | | | |
| Lab manager | | * Safety of the wet lab (221 & 315) and the safety introduction to new members * Support for all the small instruments in the wet lab (pH meter etc.) * Handling any organization issues brought up in the wet lab | Ewa |
| IT manager | | * Setup the server * Maintenance of the group HP and the intranet | Johann |
| Shopping | | * Ordering stuffs | Kristina |
| Consumable stocking | | * Check regularly if something is missing and stock the supply | Mathias |
| **Equipment** | | | |
| IoN 3MHz Plasma Processing System (PVA TePla, USA) | | * Introduction to new members (perform the first few experiments together to make sure that the new person can use it without breaking it) * Maintenance including the communication with the supplier * Maintenance of the intranet, equipment part | Kristina (Ewa) |
| Optical microscope | Eclipse Ti-E (Nikon, JP) |  | Kristina (Ewa) |
| CLSM (Nikon) |  | Ewa (Johann) |
| Bright field (Nikon) |  | Maria |
| AFM | NanoWizard 3 (JPK, DE) |  | Robert (Kristina) |
| NanoWizard 2 (JPK, DE) |  | Johann (Kristina) |
| Autolab PGSTAT302N (Metrohm, CH) x2 | |  | Ewa |
| Langmuir-Blodgett trough | |  | Robert |
| Electron microscopy | | Consulting | Johann (Kristina) |