**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 & Consumable stocking | * Ordering stuffs
* Check regularly if something is missing and stock the supply
 | Kristina |
|  |  |  |
| **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
 | Jiangtao (Ewa) |
| Optical microscope | Eclipse Ti-E (Nikon, JP) |  | Rosa (Ewa) |
| CLSM (Nikon) |  | Ewa (Johann) |
| Bright field (Nikon) |  | Rosa |
| AFM | NanoWizard 3 (JPK, DE) |  | Levente (Kristina) |
| NanoWizard 2 (JPK, DE) |  | Johann (Kristina) |
| Autolab PGSTAT302N (Metrohm, CH) x2 |  | Ewa |
| Langmuir-Blodgett trough |  | Jiangtao |
| Electron microscopy | Consulting | Kristina (Johann) |