

Important phone number:

Monsieur Droux 96016 (responsible for technical service of building, i.e. for example for problems with faucets, doors, gaz, ventilation, cleaning service and replacement of light bulbs).

General idea:

Everybody helps to take care of the common equipment and supplies that we use for our research. **For safety reasons**, it is **compulsory to get instructions for most instruments before use**.

The contribution of everybody is essential for the quality of our everyday life.

The iron rules for using the common equipment:

- **Clean up** all the commonly used space **immediately after use** and not an hour or two later or not at all. **It is never too late to clean up.**
- When problems occur while you are using an instrument, **immediately report it** to the person in charge of the job so that this person can solve the problem.

Doing a certain job means:

- Get familiarized with its use and have its instruction manual handy.
- **Provide simple guidelines** for the users (e.g. rotor codes for the ultracentrifuge) and mention also what should **not be done** to this instrument or at this work place.
- In case of a defect, try to **diagnose the defect** with the help of the **instruction manual** or by calling the supplier. Do minor repair work yourself. **Only if you cannot identify the problem, you should contact the repair shop (either Georges Rondi or Pascal Gobet according to their job list at <http://www.unige.ch/sciences/biologie/bicel/static/atelier.htm>).** You have to **clean the instrument before it will be repaired in the shop.**
- **Do minor maintenance work yourself**
- Make sure you know where to order **spare-parts** and order them **in advance**.
- **You organize the work area in such a way to make it easy** to keep the place clean and to encourage responsibility. For example, it is smart to provide cleaning tools in places where things might get spilled such as in the warm room. **If problems persist, it is important to take action in order to avoid that everybody becomes lazy.** If nothing helps, you may set up a cleaning schedule for the users (as it is done in the isotope and tissue culture labs) or you may ask specific people who notoriously make a mess to help you clean up.
- **It is part of your job to make a weekly check up** on the working area or on the supplies you are in charge of. **This includes cleaning up the instrument and the working area and disposing of the waste which has been accumulating** (e.g. glass waste). This should not take more than **5 to 15 min** every week. When the working area is clean, it is easier to identify people that leave a mess.
- **As a substitute** you have to replace the responsible person during vacation and sickness leaves.
- **Orders:** Please make sure the stock is filled up before you leave for a vacation.

Do not hesitate to **contact me** (didier.picard@unige.ch), if problems persist.

| A. DEPARTMENTAL JOBS | | |
|--|--|-------|
| TASKS | Responsible | |
| ORDERING AND ORGANIZATION OF COMMON STOCKS | | |
| General glassware, pipette cans, Corex tubes, Pasteur pipettes | Géraldine | |
| Conical tubes (15 ml and 50 ml), microtubes 1.5 and 0.5 ml | Diana | |
| Gloves, pipette tips, plates for bacterial cultures, tooth picks | Géraldine | |
| Ordering of stationary items | Secrétariat | |
| Commandes des produits pour la laverie : sel, déconnex, produit lave-linge | Secrétariat | |
| Restriction enzymes, storage and organization of enzyme freezer on the first floor. | Sandra P. | Ivona |
| Ordering of antibiotics for common use, red and white waste bags (bacterial and viral waste). | Françoise A. | |
| Organization and putting away of common stocks | Françoise A. (with help from the workshop) | |
| LAVERIE | | |
| General organization | Jean-Claude | |
| Remplacement en cas d'absence de Stéphane | Françoise A. | |
| MEDIUM / MILIEU | | |
| L-broth, L-broth with agar, Amp plates or other bacterial plates, and lab-specific solutions (if there is time) | Françoise A. (in her absence, each lab produces its own plates) | |
| STORAGE ROOM IN BASEMENT (RANGEMENT AU SOUS-SOL) | | |
| The storage room in the basement is organized by all technical assistants who are involved in ordering disposable lab stocks, i.e. Françoise A., Géraldine, Diana and Ivona. Office supplies are organized by the secretariat. | | |

| COMPUTERS AND ACCESSORIES | |
|---|------------------------|
| BICEL WEB page | Didier |
| Macs, printers, scanners, servers: Set-up, troubleshooting, and general advise. Maintenance, update and troubleshooting of common Macs. | Alessandro |
| PCs (NOT Macs), video projectors, network and hardware problems, email accounts | Georges Rondi |
| ORGANIZATION | |
| Keys for lockers and labs | Secrétariat |
| Boxes for paper recycling, isotope badges | Secrétariat |
| First aid supply for the labs upon request | Secrétariat |
| Job list | Didier |
| Journal club and progress report | Sandra C. |
| LSSS coordination | Françoise S. |
| Library BELS, contact person for suggestions, acquisitions of books and journals | Françoise S. |
| SAFETY AND WASTE | |
| Biosafety officer for GMOs | Didier |
| Biosafety officer for chemicals and solvents | Flore |
| Chemicals: Each laboratory has a person responsible for signing out the chemicals | |
| Each laboratory organizes its waste disposal autonomously. Each group leader is the contact person for STEPS. | |
| Bacterial waste disposal | Esmeraldina and Isabel |
| Viral waste disposal | Françoise A. |

MICROSCOPES - INSTRUCTIONS COMPULSORYFluorescence microscopes, room 1021
(instructions and maintenance)

Lilia and Paul

WORKING WITH ISOTOPES - INSTRUCTIONS COMPULSORYIsotope lab: General organization, record
keeping, organization of waste disposal and
swipe tests.

Françoise S.

Ivona

Equipment in the isotope lab

Ivona

MISCELLANEOUS EQUIPMENT**INSTRUCTIONS COMPULSORY FOR ALL EQUIPMENT**

GeneGnome (instructions, maintenance)

Lionel

Sonicators: first floor

Lionel

Bioruptor Twin (1st floor)

Nataliia

Bioruptor (2nd floor)

Nataliia

Lyophilizer: Instructions and oil supplies

Sandra P.

Licor

Melissa

Agarose gel documentation system (table,
computer, printer, waste disposal), 1st floor

Abhinav

French Press

Sylvie

Small autoclave 2nd floorOnly used by Esmeraldina, Isabel,
Stéphane et Françoise A.BioRad qPCR: Instructions, maintenance,
agenda for reservations

Lionel

Julien

Nanodrop (instructions, Kim wipes)

Sofia

Chameleon: Instructions, agenda for
reservations

Marcela

Film developing machine: ordering and waste
disposal

Sylvie

Françoise A.

FPLC second floor and first floor cold room

Sylvie

| | | |
|---|-------------------------|-----------|
| FPLC Akta purifier (room 1036) | Lilia | |
| Balances 1 st floor: ordering of weighing paper and spatulas. EVERYBODY IS RESPONSIBLE FOR KEEPING THESE PLACES CLEAN | Isabelle | |
| pH meter, 1st floor | Isabelle | |
| WARM ROOMS | | |
| Room 2007 and shakers in room 2017 and 2019 | Flore and Kaushik | |
| Room 1034 and shakers in 1035 | Valentina | |
| COLD ROOMS | | |
| EVERYBODY IS RESPONSIBLE FOR KEEPING THESE PLACES CLEAN (remove old plates, label bottles etc). Call Droux (96016) in case of technical problems. | | |
| Room 2009 | currently not assigned | |
| Room 1011 | Picard lab | |
| Room 1018 | Martinou and Stutz labs | |
| Room 1043 | Citi lab | |
| CENTRIFUGES - INSTRUCTIONS COMPULSORY FOR ALL CENTRIFUGES (responsible person is in charge of instruction; maintenance and ordering of tubes and adaptors; agenda for reservations). | | |
| <u>Regular centrifuges</u> (Sorvall, Beckman, Cryofuge) in rooms 1022A and 1035 | Lilia | Diana |
| <u>Ultracentrifuge</u> (Optima L80) in room 1022A | Sylvie | Sandra P. |
| <u>Table top ultracentrifuge</u> (Beckman Optima) in room 1035 | Sylvie | Sandra P. |
| <u>Table top centrifuge</u> (Eppendorf) in 1st floor hallway | Lilia | Diana |
| <u>Regular centrifuges</u> (Sorvall and Suprafuge) in room 2019 | Flore | Ivona |
| <u>Ultracentrifuge</u> (Centrikon) in room 2019 | Flore | Ivona |
| Airfuge | Sylvie | |

| B. FIRST FLOOR JOBS | | |
|---|-------------------|--------|
| Gel dryers, speed-vac: maintenance of dryers and pumps. Changing neutralizing beads, replacing rubber mat. INSTRUCTIONS COMPULSORY | Ivona | |
| Spectrophotometer: Instructions, maintenance, waste disposal, paper, spare-parts, ordering cuvettes. INSTRUCTIONS COMPULSORY | Sandra P. | Sylvie |
| PCR machines red: instructions, maintenance, agenda for reservations. INSTRUCTIONS COMPULSORY | Andres | |
| Color printer, room 1013 | Diana | |
| Color printer/photocopy machine, room 1036 (<u>not</u> responsible for paper supply) | Lionel | |
| C. SECOND FLOOR JOBS | | |
| Spectrophotometer: Instructions, maintenance, waste disposal, paper, spare-parts, ordering cuvettes. INSTRUCTIONS COMPULSORY | Virginie | Sylvie |
| Gel dryers - INSTRUCTIONS COMPULSORY | Ivona | |
| Seahorse | Sandra P. | |
| Biotek Synergy multiplate reader | Virginie and Paul | |