

Suslick Group Responsibilities

Effective 11/21/2013

rating	RESPONSIBILITY	PERSON
(*, 1)	Accounting	Nasrin
(**,2)	Arraylt Pin Printer	Jon Askim, Yinan Zhang
(*, 1)	Balances	Jinrui Guo
(**, 1)	BET	Yurun Miao
(**, 1)	Catalyst Rig & GC-MS	Yinan Zhang/Jinrui Guo
(*, 1)	Centrifuges	John Sander
(*, 1)	Chemical Inventory Administrator	Nitin Neelakantan/Jon Askim
(*, 1)	Computer Printers	Yinan Zhang
(**, 3)	Computers and PC's	Jon Askim, Jackie Rankin, Jordan Hinman
(*, 1)	Electrochem Rig	John Sander
(**, 1)	Glove Box, Double + Pumps	Maria LaGasse, Hyo Na
(, 1)	Glove Box, Single + Pumps (on hold)	Jon Askim
(*, 1)	Librarian, Catalog Files	Nasrin
(*, 1)	Mass Flow Controllers	Jackie Rankin
(*, 1)	Microscope	John Sander
(*, 1)	NMR	Zhi Su
(*, 1)	pH Meters	Zheng Li
(*, 1)	Refrigerators & Freezers	Yurun Miao
(*, 1)	Safety	Yinan Zhang
(*, 1)	Sharps Disposal, Broken Glassware	Sizhu You
(, 1)	Solvent Purifiers (defunct)	Zhi Su
(*, 1)	Sonoluminescence Rig	Jordan Hinman
(*, 1)	Spectrofluorimeter	Jinrui Guo
(*, 1)	UV-vis	Maria LaGasse
(**, 1)	Vac Ovens	Nitin Neelakantan
(**, 3)	Waste Disposal	Zhi Su, Zheng Li, Qifan Zhang
(*, 1)	Water Purification	Hyo Na Kim
(**, 1)	Web Site Master	KSS

(level of work for task, # to be assigned)

Name 1, Name 2 = both assigned task

Name1 / Name2 = Name1 taking over from Name2

DESCRIPTIONS

Reporting: At the first full group meeting of every month, very brief reports from each Group Responsibility are expected for any problems.

Rating: (*,1): Number of asterisks indicates nastiness; numeral is number of people assigned to the chore.

Accounting: Circulate monthly stockroom charges within 72 hours among all group; members and insure corrections are made by the Business Office.

Balances: routine maintenance, keep area swept up and clean.

BET: routine maintenance, and at each Group Cleanup, (1) change oil in pump every 6 months, (2) clean bulkhead filters and (3) calibrate the manifold volume.

Catalyst Rig: Routine maintenance. IMPORTANT: CHANGE PUMP OIL ON THE FIRST MONDAY OF EVERY MONTH. Date Pump Label each time.

Centrifuges: Cleaning, routine maintenance.

Chemical Inventory: Train incoming group members and reconcile our inventory with the SCS one. Each individual is responsible for printing inventory labels for every chemical that he or she purchases.

Electrochem. Rig: Routine Maintenance as needed. Protect the electrodes!

Electrophoresis: Routine maintenance including purchase of necessary stockpile of gels and supplies.

GC-MS: Routine maintenance including change of septa each Monday when GC's are in moderate use. Pick up of GC area each Monday.

Glove Box & Pumps: Regeneration as needed; IMPORTANT: CHANGE ANTECHAMBER PUMP OIL AFTER REGENERATION. Instruct new users. Every Monday, police the box and its area and keep litter free. IMPORTANT: Change both pump's oil on the First Monday of every month.

Group Drawers & Shelves: Inspect group drawers and shelves, reorganize as needed; the 3 area assignments need to coordinate regularly.

Librarian: Maintain Catalog files.

Microscope: Routine Maintenance as needed.

N₂ Line: Arrange for replacement of liquid N₂ tank for house N₂ as needed.

NMR: Instruction and check out others on NMR's.

Particle Counter: Routine Maintenance as needed.

pH Meters & Water Purifier: Routine maintenance; order replacement parts as needed. Protect the electrodes!

Printers: Stock cartridge refills and copy paper as needed. Arrange for any needed repairs.

Sharps Disposal & Broken Glassware Recycling: Arrange for removal of sharps waste containers. Salvage broken glassware with Glass shop help.

Refrigerators, Freezers: Check all refrigerators and freezers for un-stopped and unlabelled containers EACH Monday. Inspect all bottles for leaks. Keep all strong smelling bottles sealed in ziplock baggies.

Safety: Inspections and Plenipotentiary Rights to order procedural changes in matters of lab safety.

Solvent Purifiers: Maintenance, cleaning, and refilling of reservoirs, as needed in timely fashion.

Sonoluminescence Rig: Maintenance of detector and PC.

Spectrofluorimeter: Routing maintenance. Pick up UV-vis area each Monday.

UV-vis: Routing maintenance. Pick up UV-vis area each Monday.

Vacuum Oven & High Vac Line: Routine maintenance. IMPORTANT: change pump oil on the First Monday of every month (Date Pump Label each time).

Waste Disposal: Organize liquid and solid waste disposal carry-outs as needed.