

## Group Responsibilities of the Ma Lab

(Updated on November 7, 2023)

<b>ASAP 2020 Plus</b>	Gaurav Verma/Bin Liang
Schedule and coordinate usage, train new users, refill Liquid N <sub>2</sub> trap when not in use, order liquid N <sub>2</sub> and adsorbate gases when empty, semi-annual cleanup and oil-change	
<b>3Flex</b>	Gaurav Verma/Bin Liang
Schedule and coordinate usage, train new users, refill Liquid N <sub>2</sub> trap when not in use, order liquid N <sub>2</sub> and adsorbate gases when empty, semi-annual cleanup and oil-change	
<b>High-pressure apparatus</b>	Gaurav Verma/ Roknuzzaman
Schedule and coordinate usage, train new users	
<b>Glove box-old</b>	Peter Vannatta/Roknuzzaman
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
<b>Glove box-new</b>	Peter Vannatta/Roknuzzaman
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
<b>UV-Vis-Near IR</b>	Wenlu Fan
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>GC for catalysis</b>	Yin Zhang/Amena Khatoon
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>GC-breakthrough</b>	Bin Liang/Sayan Maiti/Gaurav Verma
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>CO<sub>2</sub>/Moisture-breakthrough</b>	Bin Liang/ Sayan Maiti/Gaurav Verma
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>DRIFT-IR</b>	Kui Tan
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>SEM</b>	Joshua Phipps/Kyle Martin
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>Electrochemical Workstation-new</b>	Peter Vannatta
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>Electrochemical Workstation-old</b>	Peter Vannatta
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>Rotavapors (CHME 386)</b>	Amena Khatoon
Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the water pump	
<b>Rotavapors (CHME 331/334)</b>	Kyle Martin
Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the	

water pump

**Tube furnace**

Train new users, change inert gas, semi-annual cleanup

Amena Khatoon

**Balances (CHEM 386/386A)**

Clean weekly, supply weighing paper & Kimwipes

Amena Khatoon

**Balances (CHEM 331/334)**

Clean weekly, supply weighing paper & Kimwipes

Wenlu Fan

**Microscope**

Clean monthly

Kyle Martin

**Sonicators**

Weekly bath cleaning

Mansi Kapoor/Amit Gupta

**Centrifuges**

Clean monthly, order tubes when used-up

Joshua Phipps

**Centrifuge-cryogenic**

Clean monthly, order tubes when used-up

Wenlu Fan/Joshua Phipps

**Fridges (CHEM 386)**

Semi-annual cleanup

Amena Khatoon

**Fridges (CHEM 331/334)**

Semi-annual cleanup

Kyle Martin/Amit Gupta

**Solvent purification system**

Schedule and coordinate usage, train new users

Peter Vannatta

**Incubators**

Semi-annual cleanup

Joshua Phipps/Wenlu Fan

**Syringe pumps**

Timely cleanup and return after usage

Kyle Martin/Amit Gupta

**Shakers**

Semi-annual cleanup

Mansi Kapoor/Amit Gupta

**Millipore water purifier**

Clean weekly and check the filter monthly

Wenlu Fan

**Desiccators (both glass and plastic)**

Replace or activate desiccants quarterly

Mansi Kapoor/Amit Gupta

**Drying oven (CHEM 386)**

Remove glassware that has been forgotten in ovens

Bin Liang

<b>Drying oven (CHEM 331)</b> Remove glassware that has been forgotten in ovens	Wenlu Fan//Amit Gupta
<b>Vacuum ovens</b> Clean monthly	Amena Khatoon
<b>Gas Regulators</b> Keep track of them and inform of needs	Gaurav Verma
<b>Autoclaves</b> Keep them clean after usage	Gaurav Verma
<b>Vacuum Line in Fume Hood</b> Each line should be used only by the researchers to which it is assigned. Pump oil should be changed regularly, and trap should be checked for liquid nitrogen regularly.	People designated to each hood
<b>Heating plates in Fume Hood</b> Regular cleanup.	People designated to each hood
<b>Mobile Line for tube-sealing</b> Quarter pump oil change and cleanup	Amena Khatoon
<b>Biosafety cabinet</b> Schedule usage, train users on how to use	Joshua Phipps/Wenlu Fan
<b>Single X-ray Diffractometer</b> Schedule usage (coordinate with Lukasz); assist with collection, solution, and data back-up	Gaurav Verma
<b>Powder X-ray Diffractometer</b> Schedule usage, assist with collection and data back-up	Gaurav Verma
<b>Supercritical CO<sub>2</sub></b> Schedule usage, train users on how to use - order CO <sub>2</sub> when empty	Bin Liang/Gaurav Verma
<b>Flow Reactor</b> Schedule usage, train users on how to use	Gaurav Verma
<b>Microwave Reactor</b> Schedule usage, train users on how to use	Amena Khatoon
<b>Magneto apparatus</b> Schedule usage, train users on how to use	Mansi Kapoor
<b>Cell Culture</b> Schedule usage, train users on how to use	Joshua Phipps/Wenlu Fan
<b>Vapor sorption apparatus (to be purchased)</b>	TBD
<b>Office Supplies</b> Buy office supplies or get them from the departmental office: paper, printer ink, marker pens, notebooks, etc.	Mansi Kapoor

<b>Chemicals and Bulk Supplies</b>	Amena Khatoon
Restock bulk chemicals, bulk solvents, large & small vials, caps, gloves, pipettes, Pipettes tips, Kimwipes, glass tubing etc.	
<b>Shared glassware (columns, Schlenk flasks/tubes, funnels, etc.)</b>	Mansi Kapoor
Timely check their clean-up, drying and return to the storage place after usage.	
<b>Chemical Inventory</b>	Mansi Kapoor/Amit Gupta
Organize Chemicals - annual update	
<b>Order pick-up</b>	Martin Kyle/Roknuzzaman
Daily pick up packages at NES 107	
<b>Acid/base baths (CHEM 386)</b>	Yin Zhang
Biweekly change the acid/base washing solutions	
<b>Acid/base baths (CHEM 331/334)</b>	Roknuzzaman
Biweekly change the acid/base washing solutions	
<b>Chemical Waste</b>	Kyle Martin/Roknuzzaman
Contact with HITS for the pickup of chemical waste	
<b>Group Meeting</b>	Mansi Kapoor
Set times/places, meeting minutes	
<b>Lab Safety</b>	Kyle Martin/Roknuzzaman/Gaurav Verma
Check potential safety issues in the lab regularly, and First Aid kits monthly	
<b>Lab Cleanup</b>	Mansi Kapoor/ Amena Khatoon
Schedule monthly cleanup; coordinate lab organization	