

Group Responsibilities of the Ma Lab

(Updated on August 24, 2025)

ASAP 2020 Plus	Gaurav Verma/Sayan Maiti
Schedule and coordinate usage, train new users, refill Liquid N ₂ trap when not in use, order liquid N ₂ and adsorbate gases when empty, semi-annual cleanup and oil-change	
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Schedule and coordinate usage, train new users, refill Liquid N ₂ trap when not in use, order liquid N ₂ and adsorbate gases when empty, semi-annual cleanup and oil-change	
High-pressure apparatus	Gaurav Verma/Roknuzzaman
Schedule and coordinate usage, train new users	
Vapor sorption apparatus	Gaurav Verma/Sayan Maiti
Schedule and coordinate usage, train new users	
Glove box-old	Kyle Martin
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
Glove box-new	Roknuzzaman/Charu Maggu
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
UV-Vis-Near IR	Wenlu Fan
Schedule and coordinate usage, train new users, semi-annual cleanup	
GC for catalysis	Amena Khatoon
Schedule and coordinate usage, train new users, semi-annual cleanup	
GC-breakthrough	Sayan Maiti/Gaurav Verma
Schedule and coordinate usage, train new users, semi-annual cleanup	
CO₂/Moisture-breakthrough	Sayan Maiti/Gaurav Verma
Schedule and coordinate usage, train new users, semi-annual cleanup	
DRIFT-IR	Kui Tan
Schedule and coordinate usage, train new users, semi-annual cleanup	
SEM	Joshua Phipps/Kyle Martin
Schedule and coordinate usage, train new users, semi-annual cleanup	
Electrochemical Workstation-new	Sayan Maiti/Amit Gupta
Schedule and coordinate usage, train new users, semi-annual cleanup	
Electrochemical Workstation-old	Sayan Maiti/Amit Gupta
Schedule and coordinate usage, train new users, semi-annual cleanup	
Rotavapors (CHME 386)	Amena Khatoon
Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the water pump	

Rotavapors (CHME 331/334) Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the water pump	Kyle Martin
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	Tristan Pyle
Sonicators Weekly bath cleaning	Amit Gupta/Mansi Kapoor
Centrifuges Clean monthly, order tubes when used-up	Joshua Phipps
Centrifuge-cryogenic Clean monthly, order tubes when used-up	Sharmila Neupane/Joshua Phipps
Fridges (CHEM 386) Semi-annual cleanup	Amena Khatoon
Fridges (CHEM 331/334) Semi-annual cleanup	Amit Gupta/Kyle Martin
Solvent purification system Schedule and coordinate usage, train new users	Kyle Martin/Charu Maggu
Incubators Semi-annual cleanup	Joshua Phipps/Wenlu Fan
Syringe pumps Timely cleanup and return after usage	Kyle Martin/Amit Gupta
Shakers Semi-annual cleanup	Amit Gupta
Millipore water purifier Clean weekly and check the filter monthly	Sharmila Neupane
Desiccators (both glass and plastic) Replace or activate desiccants quarterly	Tristan Pyle

Drying oven (CHEM 386) Remove glassware that has been forgotten in ovens	Sayan Maiti
Drying oven (CHEM 331) Remove glassware that has been forgotten in ovens	Tristan Pyle
Vacuum ovens Clean monthly	Amena Khatoon
Gas Regulators Keep track of them and inform of needs	Gaurav Verma
Autoclaves Keep them clean after usage	Gaurav Verma
Vacuum Line in Fume Hood 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
Heating plates in Fume Hood Regular cleanup.	People designated to each hood
Mobile Line for tube-sealing Quarter pump oil change and cleanup	Amena Khatoon
Biosafety cabinet Schedule usage, train users on how to use	Joshua Phipps/Sharmila Neupane
Single X-ray Diffractometer Schedule usage (coordinate with Lukasz); assist with collection, solution, and data back-up	Gaurav Verma
Powder X-ray Diffractometer Schedule usage, assist with collection and data back-up	Gaurav Verma
Supercritical CO₂ Schedule usage, train users on how to use - order CO ₂ when empty	Gaurav Verma/Sayan Maiti
Flow Reactor Schedule usage, train users on how to use	Gaurav Verma
Microwave Reactor Schedule usage, train users on how to use	Amena Khatoon
Magneto apparatus Schedule usage, train users on how to use	Mansi Kapoor
Cell Culture Schedule usage, train users on how to use	Joshua Phipps/Sharmila Neupane
Office Supplies Buy office supplies or get them from the departmental office: paper, printer ink, marker pens, notebooks, etc.	Mansi Kapoor

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