

## Group Duties

### 1. Solvent/Consumable Ordering - Ke Zhao

- a) Check solvent inventory every Monday, reorder if needed.
- b) Check consumables (pipets, syringes, needles, vials, gloves, etc.) every other week.
- c) Everybody else: notify the person in charge if something is running out.

### 2. HPLC Training – Ke Zhao

### 3. Inventory Update – Tianyou Li

- a) Update chemical inventory every week.
- b) Add new chemicals and delete ones used up.

### 4. Solvent Distillation – Kaylaa Gutman

- a) Keep solvent stills functional and clean.
- b) Everybody else: plan ahead and avoid using distilled solvents around those times.
- c) Clean solvent distillation apparatus every six months

### 5. Liquid Nitrogen and Nitrogen Cylinders – Tianyou Li

- a) Order liquid N<sub>2</sub> every three weeks, change empty gas cylinders when needed.
- b) In case, keep one or two nitrogen cylinders.

### 6. IT and Website Update – Kaylaa Gutman and Xuan Wu

- a) Update gold catalysis every week after group meeting.
- b) Update rotating duty and new publications timely.
- c) Keep all lab computers as well as printer in working condition.
- d) Update group member page once new members join and remove former members.

7. HPLC Maintenance – Ke Zhao

- a) Keep the HPLC functional with necessary repair and maintenance.

8. Argon Cylinder - Xu Ma

- a) Order Argon cylinder and change empty cylinder

9. Column Machine Maintenance – Xu Ma

- a) Keep the column machine functional with necessary repair and maintenance.
- b) Train other group members for using column machine.

10. Package Receiving – Yongliang Zhang

- a) Pick up, unpack and record received chemicals and consumables.
- b) Dispose packing materials.

11. Balances

North Balance – Ke Zhao

South Balance – Phil Khonke

- a) Ensure balances and balance areas are clean and in good repair

12. Rotovaps- Assigned by hood- Carlos Quintanilla

First floor:

North Eastern rotovap, – Tianyou Li and Kaylaa Gutman

South Eastern rotovap, – Phil Khonke and Carlos Quintanilla

North Western rotovap – Xu Ma and Ke Zhao

South Western rotovap – Long Yin and Xijun Zhu

- a) Chiller: Replace isopropanol and defrost every six months.
- b) Pump: Take apart and clean

13. TLC Stains – Ziguang Yang

14. Waste Container Labeling – Ziguang Yang

15. Glass waste disposal- Yongliang Zhang

a) dispose of excess glass waste every week

16. Glove Box- Phil Khonke

a) manage gas cylinders and general maintenance

b) Instruct others on proper usage