Group Duty Winter 2020

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 – Xinpeng Cheng/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 N2 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
   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 – Xinpeng Cheng
   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 – Zhi Hong, Long Yin
    a) Pick up, unpack and record received chemicals and consumables.
    b) Dispose packing materials.

11. Balances
    North Balance – Ke Zhao
    South Balance – Xinpeng Cheng
    a) Ensure balances and balance areas are clean and in good repair

12. Rotovaps- Assigned by hood
    First floor:
    North Eastern rotovap, – Tianyou Li and Kaylaa Gutman
    South Eastern rotovap, – Xinpeng Cheng and Zhi Hong
    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