

Group Duty 2021

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

- 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 – Yongliang Zhang

14. Waste Container Labeling – Xijun Zhu

15. Glass waste disposal- Zhi Hong

a) dispose of excess glass waste every week