

Group Jobs

October 13, 2020 Revision

NOTE: Please review your job responsibilities with James if you have any questions about what is expected of you

Adam: Ordering

Michal: 3D Printer, Glass Waste Disposal, X-ray crystallography supplies and beam time

Mike: Chemical Waste (outgoing, transfer to Sarah and Chelsea J)

Will: PS3 (with Chelsea P.), Rotovaps and Diaphragm Pumps (transitioning to Gretchen and Maj).

Tuan: High Vacuum Line Maintenance (with Sarah), FPLC, CEM (with Chelsea P.)

Sheng: Nanopure Water Maintenance, pH Meters, Chemical Inventory Deactivation, Bacterial Culture Room, Recycling (with Sarah), Chemical Inventory Deactivation (with Sarah)

Gretchen: Tissue Culture Room (with Chelsea P.), Biotage, Rotovaps and Diaphragm Pumps (with Maj), monitoring Acetonitrile supplies, Lyophilizer Maintenance (with Xing)

Xing: Solvent System Maintenance, Argon Ordering, Lyophilizer (with Gretchen), , monitoring DMF supplies.

Chelsea P.: Consumables, Tissue Culture Room (w/Gretchen), CEM (with Tuan), PS3 (with Will), Amino Acid Hood, PS Store Pick-Up

Maj: Group Website, Safety, Rotovap (incoming), Biotage, Rotovaps and Diaphragm Pumps (with Gretchen)

James G.: Group Room Maintenance, Dry Ice, HPLC Maintenance and Training (with Chelsea J.)

Sarah: Recycling (with Sheng), Chemical Inventory Deactivation (with Sheng), Chemical Waste (incoming), High Vacuum Line Maintenance (with Tuan)

Chelsea J.: Chemical Waste (incoming), HPLC Maintenance and Training (with James)

James N.: Group Meeting Scheduling, Drinking Water

Critical Jobs

HPLC maintenance and training: maintain instrument, train users

Lyophilizer maintenance and training: maintain equipment, defrost and drain waste monthly, change oil each quarter, train users

Peptide synthesizer maintenance and training: maintain systems and train users on PS3 or CEM

Safety: coordinate with EH&S, point person for new lab personnel on safety

Solvent system maintenance and training: maintain system and train users

Vacuum line maintenance and training: maintain equipment and empty trap monthly, change oil each quarter, train users

Chemical waste: coordinate waste disposal with EH&S. Make sure that waste has less than 20% nonflammables (water, CH₂Cl₂, etc.)

Additional Jobs

Bottle disposal: disposing of empty solvent bottles. Note that bottle disposal must be coordinated with inventory

Chemical inventory: maintain chemical inventory, enter new compounds when they come, remove old compounds and solvents, train group members in use of online inventory

Dry ice: keep lab supplied with dry ice

Group room maintenance: maintain and clean food fridge and microwave, authority to dispose of items

Group website: maintain the group website, updating to reflect new papers, group members, journal assignments, etc.

Nanopure water: Purchase cartridges, cleaning solution, and UV lamps with funds from Nowick, Weiss, and Prescher groups; Clean system and replace cartridges and lamps as needed.

Ordering lab supplies: Discuss needs with group members at group meeting or in lab and order items such as rubber tubing, simple glassware (beakers and flasks), common inorganic chemicals (e.g., MgSO₄, Na₂SO₄, etc.). Note that general lab supplies are cheaper from Fisher (or VWR) than from Chemstores. (We pay far less than the catalog price); common inorganic chemicals (e.g., MgSO₄, Na₂SO₄, etc.) are cheaper from Fisher (or VWR) than from Aldrich or Acros.

pH meters: Maintain the pH meter, make sure the electrode is hydrated, and make sure users know how to use it.

Rotovap and vacuum pump maintenance: point person for repair and maintenance of rotovaps, vacuum pumps, and chillers