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

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### 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.)

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### 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