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

Adam: Ordering, Group Website (with Yang)

Michal: 3D Printer (with Kate), Glass Waste Disposal

Yang: HPLC (with Gretchen), Group Website (with Adam)

Mike: Chemical Waste, Lyophilizer, Pumps (with Will)

Stan: Safety, Chemical Inventory

Kate: Group Room, Fluorescence Plate Reader, 3D Printer (with Michal)

Will: CEM, Mammalian Culture Room, Group Supplies Inventory, Pumps (with Mike)

Tuan: High Vacuum Line, Dry Ice

Sheng: Nanopure Refills, pH Meters, PS Stores, Bacterial Culture Room

Gretchen: Recycling Disposal, HPLC (with Yang)

Xing: Solvent Still, PS3s

James: 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, CH\textsubscript{2}Cl\textsubscript{2}, 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., MgSO\textsubscript{4}, Na\textsubscript{2}SO\textsubscript{4}, 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., MgSO\textsubscript{4}, Na\textsubscript{2}SO\textsubscript{4}, 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