**Group Jobs**  
**October 7, 2019 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, Crystallography

**Mike:** Chemical Waste (with Xing), Lyophilizer (with Maj)

**Will:** CEM (with Tuan), Rotovaps

**Tuan:** High Vacuum Line (with James G.), Dry Ice, FPLC, CEM (with Will)

**Sheng:** Nanopure Refills, pH Meters, PS Store Pick-Up, Chemical Inventory (activation)

**Gretchen:** HPLCs, Biotage (with Xing)

**Xing:** Solvent Purification System, PS3s, Chemical Waste (with Mike), Biotage (with Gretchen)

**Maj:** Group Website, Safety, Lyophilizer (with Mike)

**James G.:** Group Room, Chemical Inventory (de-activation) (with Chelsea), High Vacuum Line (with Tuan)

**Chelsea:** Recycling Disposal, Consumables Unpacking, Chemical Inventory (de-activation) (with James G.), Biohazardous Waste

**Sepehr:** Amino Acid Hood, Group Supplies Inventory (DMF, Acetonitrile, Resin, Amine Packs)

**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.

**FPLC:** point person for repair and maintenance of the FPLC.

**Consumables Unpacking:** Unpack packages that are delivered to the lab and dispose of the packaging materials.