

Group Responsibilities of the Ma Lab

(Updated on January 12, 2020)

ASAP 2020-I	Junyu Ren/Gaurav Verma
Schedule and coordinate usage, train new users, refill Liquid N ₂ trap when not in use, order liquid N ₂ and adsorbate gases when empty, semi-annual cleanup and oil-change	
ASAP 2020-II with vapor sorption	Yanpei Song/Gaurav Verma
Schedule and coordinate usage, train new users, refill Liquid N ₂ trap when not in use, order liquid N ₂ and adsorbate gases when empty, semi-annual cleanup and oil-change	
High-pressure apparatus	Yin Zhang/Yingxiang Ye/Gaurav Verma
Schedule and coordinate usage, train new users	
Glove box	Chuan Shan
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
Portable Glove box	Xueying Ge
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
UV-Vis-Near IR	Xueying Ge
Schedule and coordinate usage, train new users, semi-annual cleanup	
GC for catalysis	Weijie Zhang
Schedule and coordinate usage, train new users, semi-annual cleanup	
GC-breakthrough	Chengxia Chen/Yingxiang Ye
Schedule and coordinate usage, train new users, semi-annual cleanup	
HPLC-MS	Yin Zhang
Schedule and coordinate usage, train new users, semi-annual cleanup	
Electrochemical Workstation	Yanpei Song
Schedule and coordinate usage, train new users, semi-annual cleanup	
Rotavapors	Zac Magnuson
Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the water pump	
Tube furnace	Weijie Zhang
Train new users, change inert gas, semi-annual cleanup	
Balance	Harsh Vardhan
Clean weekly, supply weighing paper & Kimwipes	
Microscope	Gaurav Verma

Clean monthly

Sonicators Junyu Ren
Weekly bath cleaning

Centrifuges Xiaoliang Wang
Clean monthly, order tubes when used-up

Fridges Harsh Vardhan
Semi-annual cleanup

Solvent purification system Chuan Shan
Schedule and coordinate usage, train new users

Incubator Xiaoliang Wang
Semi-annual cleanup

Shakers Xiaoliang Wang (small)/Yanpei Song (medium/large)
Semi-annual cleanup

Desiccators (both glass and plastic) Harsh Vardhan
Replace or activate desiccants quarterly

Drying oven Junyu Ren
Remove glassware that has been forgotten in ovens

Vacuum ovens Harsh Vardhan
Clean monthly

Gas Regulators Steve Lan
Keep track of them and inform of needs

Autoclaves Weijie Zhang
Keep them clean after usage

Vacuum Line 1 Steve Lan/Yao Jiang

Vacuum Line 2 Chuan Shan

Vacuum Line 3 Yanpei Song

Vacuum Line 4 Yin Zhang

Vacuum Line 5 Weijie Zhang/Yanming Zhao

Vacuum Line 6 Junyu Ren/Chengxia Chen

Vacuum Line 7 Zach Magnuson/Meng Chen/Yingxiang Ye

Each line should be used only by the researchers to which it is assigned. Pump oil should be changed regularly, and trap should be checked for liquid nitrogen regularly.

Mobile Line for tube-sealing Harsh Vardhan/ Zach Magnuson
Quarter pump oil change and cleanup

Single X-ray Diffractometer	Chuan Shan/Gaurav Verma
Schedule usage (coordinate with Lukasz); assist with collection, solution, and data back-up	
Powder X-ray Diffractometer	Chuan Shan/Gaurav Verma
Schedule usage, assist with collection and data back-up	
TGA	Chuan Shan/Gaurav Verma
Schedule usage, train new users	
IR	Chuan Shan/Gaurav Verma
Schedule usage, train new users	
Fluorometer	Junyu Ren
Coordinate with Dr. Xiaopeng Li's group	
Supercritical CO₂	Junyu Ren/Gaurav Verma
Schedule usage, train users on how to use - order CO ₂ when empty	
Mercury Analyzer	Yanpei Song
Schedule usage, train users on how to use - order CO ₂ when empty	
Office Supplies	Xueying Ge/Junyu Ren
Buy office supplies or get them from the departmental office: paper, printer ink, marker pens, notebooks, etc.	
Chemicals and Bulk Supplies	Junyu Ren/Xueying Ge
Restock bulk chemicals, bulk solvents, large & small vials, caps, gloves, pipettes, Pipettes tips, Kimwipes, glass tubing etc.	
Chemical Inventory	Zach Magnuson/Steve Lan
Organize Chemicals - annual update	
Order pick-up	Junyu Ren/Yanpei Song/Meng Chen
Daily pick up packages at NES 107	
Chemical Waste	Zach Magnuson/Gaurav Verma
Contact with HITS for the pickup of chemical waste	
Group Meeting	Xueying Ge
Set times/places, meeting minutes	
Lab Safety	Steve Lan/Harsh Vardhan/Gaurav Verma
Check potential safety issues in the lab regularly, and First Aid kits monthly	
Lab Cleanup	Xueying Ge/Steve Lan
Schedule monthly cleanup; coordinate lab organization	