

**Group Responsibilities of the Ma Lab**  
(Updated on November 23, 2016)

<b>ASAP 2020/Autosorb</b>	Gaurav Verma/Wenyang Gao/Jason Perman
Schedule and coordinate usage, train new users, refill Liquid N <sub>2</sub> trap when not in use, order liquid N <sub>2</sub> and adsorbate gases when empty, semi-annual cleanup and oil-change	
<b>High-pressure apparatus</b>	Gaurav Verma/Wenyang Gao/Jason Perman
Schedule and coordinate usage, train new users	
<b>Glove boxes</b>	Bhagya Gunatilleke/Briana Aguila/Jason Perman
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
<b>UV-Vis-Near IR</b>	Briana Aguila/Qi Sun
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>GC</b>	Jason Perman/Briana Aguila/Xun Wang
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>HPLC-MS</b>	Jason Perman/Xun Wang
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>Electrochemical Workstation</b>	Kia Williams/Hui Yang
Schedule and coordinate usage, train new users, semi-annual cleanup	
<b>Rotavapors</b>	Chavis Stackhouse/Qi Sun/Zheng Niu
Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the water pump	
<b>Tube furnace</b>	Kia Williams/Hui Yang
Train new users, change inert gas, semi-annual cleanup	
<b>Balance</b>	Meng Chen/Bhagya Gunatilleke
Clean weekly, supply weighing paper & Kimwipes	
<b>Microscope</b>	Chavis Stackhouse/Gaurav Verma
Clean monthly	
<b>Sonicators</b>	Harsh Vardhan
Weekly bath cleaning	
<b>Centrifuges</b>	Hui Yang/Bhagya Gunatilleke
Clean monthly, order tubes when used-up	
<b>Fridges</b>	Harsh Vardhan/Meng Chen

Semi-annual cleanup

**Incubator**

Semi-annual cleanup

Chung-Wei Fu/Briana Aguila

**Desiccators (both glass and plastic)**

Replace or activate desiccants quarterly

Harsh Vardhan/Meng Chen

**Drying oven**

Remove glassware that has been forgotten in ovens

Harsh Vardhan/Meng Chen

**Vacuum ovens**

Clean monthly

Harsh Vardhan/Meng Chen

**Gas Regulators**

Keep track of them and inform of needs

Kia Williams/Chavis Stackhouse

**Autoclaves**

Keep them clean after usage

Zheng Niu/Qi Sun

**Vacuum Line 1**

Briana Aguila/Qi Sun

**Vacuum Line 2**

Wenyang Gao

**Vacuum Line 3**

Qi Sun/Hongming He

**Vacuum Line 4**

Zheng Niu/Bhagya Gunatilleke

**Vacuum Line 5**

Feng Guo/Jie Sun/Hui Yang

**Vacuum Line 6**

Chavis Stackhouse

**Vacuum Line 7**

Jason Perman/Meng Chen

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**

Quarter pump oil change and cleanup

Chavis Stackhouse/Meng Chen

**Single X-ray Diffractometer**

Schedule usage (coordinate with Lukasz); assist with collection, solution, and data back-up

Gaurav Verma/Jason Perman

**Powder X-ray Diffractometer**

Schedule usage, assist with collection and data back-up

Gaurav Verma/Jason Perman

**TGA**

Schedule usage, train new users

Jason Perman/Zheng Niu/ Gaurav Verma

**IR**

Schedule usage, train new users

Jason Perman/Qi Sun/Briana Aguila

- Fluorometer** Jason Perman  
Coordinate with Dr. Larsen's group
- Supercritical CO<sub>2</sub>** Wenyang Gao/Zheng Niu/Jason Perman  
Schedule usage, train users on how to use - order CO<sub>2</sub> when empty
- Office Supplies** Briana Aguila/Kia Williams/Bhagya Gunatilleke  
Buy office supplies or get them from the departmental office: paper, printer ink, marker pens, notebooks, etc.
- Bulk Supplies** Briana Aguila/Kia Williams/Bhagya Gunatilleke  
Restock bulk chemicals, bulk solvents, large & small vials, caps, gloves, pipettes, Pipettes tips, Kimwipes, glass tubing etc.
- Chemical Inventory** Briana Aguila/Kia Williams/Bhagya Gunatilleke  
Organize Chemicals - annual update
- Order pick-up** Gaurav Verma/Xun Wang/Meng Chen  
Daily pick up packages at NES 107
- Chemical Waste** Chavis Stackhouse/Gaurav Verma  
Contact with HITS for the pickup of chemical waste
- Group Meeting** Jason Perman/Briana Aguila  
Set times/places, meeting minutes
- Lab Safety** Chavis Stackhouse/Briana Aguila/Jason Perman  
Check potential safety issues in the lab regularly, and First Aid kits monthly
- Lab Cleanup** Briana Aguila/Kia Williams/Jason Perman  
Schedule monthly cleanup; coordinate lab organization