

Group Responsibilities of the Ma Lab
(Updated on August 16, 2017)

ASAP 2020	Zheng Niu/Xiaoliang Wang/Jason Perman
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	Gaurav Verma/Yanpei Song/Jason Perman
Schedule and coordinate usage, train new users	
Glove boxes	Bhagya Gunatilleke/Chuan Shan/Jason Perman
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
UV-Vis-Near IR	Briana Aguila/Xiaoliang Wang
Schedule and coordinate usage, train new users, semi-annual cleanup	
GC	Xun Wang/Chuan Shan/Jason Perman
Schedule and coordinate usage, train new users, semi-annual cleanup	
HPLC-MS	Jason Perman/Chuan Shan
Schedule and coordinate usage, train new users, semi-annual cleanup	
Electrochemical Workstation	Hui Yang/Yanpei Song
Schedule and coordinate usage, train new users, semi-annual cleanup	
Rotavapors	Zheng Niu/Chuan Shan
Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the water pump	
Tube furnace	Hui Yang/Yanpei Song
Train new users, change inert gas, semi-annual cleanup	
Balance	Harsh Vardhan/Steve Lan
Clean weekly, supply weighing paper & Kimwipes	
Microscope	Gaurav Verma/Zach Magnuson
Clean monthly	
Sonicators	Harsh Vardhan/Steve Lan
Weekly bath cleaning	
Centrifuges	Hui Yang/Xiaoliang Wang
Clean monthly, order tubes when used-up	
Fridges	Harsh Vardhan/Meng Chen

Semi-annual cleanup

Solvent purification system

Jason Perman/Chuan Shan

Schedule and coordinate usage, train new users

Incubator

Xiaoliang Wang

Semi-annual cleanup

Shakers

Xiaoliang Wang (small)/Briana Aguila (medium/large)

Semi-annual cleanup

Desiccators (both glass and plastic)

Harsh Vardhan/Zac Magnuson

Replace or activate desiccants quarterly

Drying oven

Harsh Vardhan/Chuan Shan

Remove glassware that has been forgotten in ovens

Vacuum ovens

Harsh Vardhan/Chuan Shan

Clean monthly

Gas Regulators

Yanpei Song/Steve Lan

Keep track of them and inform of needs

Autoclaves

Zheng Niu/Xiaoliang Wang

Keep them clean after usage

Vacuum Line 1

Briana Aguila/ Steve Lan

Vacuum Line 2

Xun Wang/Chuan Shan

Vacuum Line 3

Briana Aguila/Yanpei Song

Vacuum Line 4

Zheng Niu/Bhagya Gunatilleke

Vacuum Line 5

Zach Magnuson/Hui Yang

Vacuum Line 6

Harsh Vardhan/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

Zach Magnuson/Harsh Vardhan

Quarter pump oil change and cleanup

Single X-ray Diffractometer

Gaurav Verma/Chuan Shan

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

Powder X-ray Diffractometer

Gaurav Verma/Xiaoliang Wang

Schedule usage, assist with collection and data back-up

TGA

Gaurav Verma/Xiaoliang Wang

Schedule usage, train new users

IR

Bhagya Gunatilleke/Chuan Shan

Schedule usage, train new users

Fluorometer

Meng Chen

Coordinate with Dr. Xiaopeng Li's group

Supercritical CO₂

Zheng Niu/Chuan Shan

Schedule usage, train users on how to use - order CO₂ when empty

Mercury Analyzer

Briana Aguila/Jason Perman

Schedule usage, train users on how to use - order CO₂ when empty

Office Supplies

Briana Aguila/Bhagya Gunatilleke

Buy office supplies or get them from the departmental office: paper, printer ink, marker pens, notebooks, etc.

Bulk Supplies

Briana Aguila/Bhagya Gunatilleke

Restock bulk chemicals, bulk solvents, large & small vials, caps, gloves, pipettes, Pipettes tips, Kimwipes, glass tubing etc.

Chemical Inventory

Bhagya Gunatilleke/Steve Lan

Organize Chemicals - annual update

Order pick-up

Gaurav Verma/Xun Wang/Meng Chen

Daily pick up packages at NES 107

Chemical Waste

Gaurav Verma/Zach Magnuson

Contact with HITS for the pickup of chemical waste

Group Meeting

Briana Aguila/Jason Perman

Set times/places, meeting minutes

Lab Safety

Steve Lan/Briana Aguila/Jason Perman

Check potential safety issues in the lab regularly, and First Aid kits monthly

Lab Cleanup

Briana Aguila/Steve Lan

Schedule monthly cleanup; coordinate lab organization