

# Suslick Group Responsibilities

Effective 07/19/2011

<b>RESPONSIBILITY</b>	<b>RATING</b>	<b>PERSON</b>
Accounting	(* , 1)	Nasrin
ArrayIt Pin Printer	(** ,2)	Jon Askim, Hengwei Lin
Balances	(* , 1)	Brad Zeiger
BET	(** , 1)	Maryam Sayyah
Catalyst Rig & GC-MS	(** , 1)	Jinrui Guo
Centrifuges	(* , 1)	John Overcash
Electrochem Rig	(* , 1)	Howard Kim
Glove Box, Double + Pumps	(** , 1)	Howard Kim / John Overcash
Glove Box, Single + Pumps	(** , 1)	Jinrui Guo / John Overcash
HPLC	(** , 1)	(Boulatov)
Librarian, Catalog Files	(* , 1)	Nasrin
Mass Flow Controllers	(* , 1)	Min Jang
Microscope	(* , 1)	Brad Zeiger
NMR	(* , 1)	Jon Askim
PC's	(** , 3)	John Overcash, Jon Askim, 1 <sup>st</sup> year
pH Meters & Water Purification	(* , 1)	Jon Askim
Safety	(* , 1)	Brad Zeiger
Sharps Disposal & Broken Glassware	(* , 1)	Brad Zeiger
Solvent Purifiers	(* , 1)	Howard Kim
Sonoluminescence Rig	(* , 1)	Brad Zeiger
Spectrofluorimeter	(* , 1)	Jon Askim
UV-vis	(* , 1)	Howard Kim
Vac Ovens	(* , 1)	Hengwei Lin
Waste Disposal	(** , 2)	Min Jang, Maryam Sayyah, Hengwei Lin
Web Site Master	(** , 1)	KSS

Name1 (Name2) = Name1 taking over from Name2

## DESCRIPTIONS

**Reporting:** At the first full group meeting of every month, very brief reports from each Group Responsibility are expected.

**Rating: (\*,1):** Number of asterisks indicates nastiness; numeral is number of people assigned to the chore.

**Accounting:** Circulate monthly stockroom charges within 72 hours among all group; members and insure corrections are made by the Business Office.

**Balances:** routine maintenance, keep area swept up and clean.

**BET:** routine maintenance, and at each Group Cleanup, (1) change oil in pump every 6 months, (2) clean bulkhead filters and (3) calibrate the manifold volume.

**Catalyst Rig:** Routine maintenance. IMPORTANT: CHANGE PUMP OIL ON THE FIRST MONDAY OF EVERY MONTH. Date Pump Label each time.

**Centrifuges:** Cleaning, routine maintenance.

**Electrochem. Rig:** Routine Maintenance as needed. Protect the electrodes!

**Electrophoresis:** Routine maintenance including purchase of necessary stockpile of gels and supplies.

**GC-MS:** Routine maintenance including change of septa each Monday when GC's are in moderate use. Pick up of GC area each Monday.

**Glove Box & Pumps:** Regeneration as needed; IMPORTANT: CHANGE ANTECHAMBER PUMP OIL AFTER REGENERATION. Instruct new users. Every Monday, police the box and its area and keep litter free. IMPORTANT: Change both pump's oil on the First Monday of every month.

**Group Drawers & Shelves:** Inspect group drawers and shelves, reorganize as needed; the 3 area assignments need to coordinate regularly.

**HPLC:** Training other users; routine maintenance provided by Boulatov's group, which now houses the system.

**Librarian:** Maintain Catalog files.

**Microscope:** Routine Maintenance as needed.

**N<sub>2</sub> Line:** Arrange for replacement of liquid N<sub>2</sub> tank for house N<sub>2</sub> as needed.

**NMR:** Instruction and check out others on NMR's.

**Particle Counter:** Routine Maintenance as needed.

**pH Meters & Water Purifier:** Routine maintenance; order replacement parts as needed. Protect the electrodes!

**Sharps Disposal & Broken Glassware Recycling:** Arrange for removal of sharps waste containers. Salvage broken glassware with Glass shop help.

**Refrigerators, Freezers:** Check all refrigerators and freezers for un-stopped and unlabelled containers EACH Monday. Inspect all bottles for leaks. Keep all strong smelling bottles sealed in ziplock baggies.

**Safety:** Inspections and Plenipotentiary Rights to order procedural changes in matters of lab safety.

**Silicon Graphics:** System Updates, group handouts, user training.

**Solvent Purifiers:** Maintenance, cleaning, and refilling of reservoirs, as needed in timely fashion.

**Sonoluminescence Rig:** Maintenance of detector and PC.

**Spectrofluorimeter:** Routing maintenance. Pick up UV-vis area each Monday.

**UV-vis:** Routing maintenance. Pick up UV-vis area each Monday.

**Vacuum Oven & High Vac Line:** Routine maintenance. IMPORTANT: change pump oil on the First Monday of every month (Date Pump Label each time).

**Waste Disposal:** Organize liquid and solid waste disposal carry-outs as needed.