

# Suslick Group Responsibilities

January, 2004

CHORE	RATING	PERSON
Accounting	(* , 1)	GA
Balances	(* , 1)	Didenko
Catalyst Rig & GC-MS	(* , 2)	Skrabalak, Ryder
Centrifuges	(* , 1)	Toublan
Clean-up, Commons Room (A424)	(* , 1)	Dibbern
Clean-up, Catalyst Lab (A427)	(* , 1)	Flannigan
Clean-up, Instrument Lab (A441)	(* , 1)	Wilson
Electrochem Rig	(* , 1)	Bang
Electrophoresis	(* , 1)	Dibbern
FTIR	(* , 1)	Suh
BET	(* , 1)	Suh
Glove Box, Single + Pumps	(** , 1)	Skrabalak
Glove Box, Double + Pumps	(** , 2)	Janzen, Wilson
HPLC	(** , 1)	Fang
Librarian, Catalog Files	(* , 1)	GA
Microscopes & Video	(* , 1)	Toublan
N <sub>2</sub> House Line	(* , 1)	Flannigan
NMR	(** , 1)	Chen
Particle Counter	(* , 1)	Toublan
PC's	(** , 3)	Hopkins, Ryder, Suh, Eddingsaas
pH Meters & Water Purification	(* , 1)	Quansima
Recycling & Broken Glassware	(** , 1)	GA
Refrigerators, Freezers	(** , 1)	Chen
Safety	(* , 1)	Didenko
Silicon Graphics	(** , 1)	Wang
Sonoluminescence Rig	(* , 2)	Flannigan/Hopkins
Sharps Disposal	(* , 1)	Dibbern
Stills	(** , 1)	Janzen
UV-vis	(* , 1)	Didenko
Vac Ovens	(* , 1)	Wilson
Waste Disposal	(** , 3)	Bang, Eddingsaas, Quansima
Web Site Master	(** , 1)	KSS

GA = group assistant, to be hired.

Name1/Name2 = Name1 taking over from Name2

## DESCRIPTIONS

**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, change oil in pump every 6 months.

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

**Centrifuges:** Cleaning, routine maintenance.

**Clean-up:** Pick up common areas each Monday. For A424, clear out food refrigerator as needed.

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

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

**FTIR:** Monthly Realignment on the First Monday of every month. IMPORTANT: CHANGE DESICCANT JAN. 1, APR 1, JUL 1, and OCT 1. Put label on the outside case indicating date of desiccant change.

**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.

**HPLC:** Training other users, updated how-to-use brochure, routine maintenance.

**Librarian:** Maintain Catalog files; supervision of undergraduate xerox person.

**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!

**Recycling:** Haul away cans, recyclable paper. Salvage broken glassware with Glass shop help.

**Refrigerators, Freezers:** Check all refrigerators and freezers for un-stopped and unlabelled containers EACH Monday.

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

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

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

**Stills:** Maintenance, cleaning, and refilling of stills, as needed in timely fashion.

**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.