

Group Jobs

In addition to the obvious responsibilities of each job, each person is expected to take charge of the area their job is in. In other words, each person is responsible for setting policies in their relevant area and enforcing them. For example, if the TLC station in one lab keeps getting trashed the TLC person needs to say something to all the members of that lab and get them treating it right. The rest of us MUST respect the decision of the person in charge of a given thing, like it or not. So if TLC person says clean it up, even if you don't mind a dirty TLC station, clean it anyway, etc.

Purchasing- Solvents and Chemicals:

Arash

In charge of bulk solvents and ordering/stocking solvents and other chemicals normally stocked by chemstores.

Purchasing- Non-chemicals:

Miriam

In charge of ordering/stocking all non-chemical items normally purchased in chemstores and the Tygon, other tubing, disposable syringes, and filter papers already ordered by the purchasing person

Safety and Waste:

John

Deal directly with EHRS about all safety, regulatory, and waste related issues

GC:

Jenny

Maintenance, training, and gas-cylinder ordering for GC gases

HPLC:

Corey

Maintenance and training including maintaining solvent supply

Glovebox:

John/Jared

Maintenance, training, and stocking nitrogen supply

Inventory:

Nick

Keeping up to date

Oil Baths/Controllers/Thermocouples:

Peter

Maintenance and repair

High Pressure Equip:

Peter

Maintenance and repair as well as stocking H₂ and syngas

Solvent Purification System:

Nick

Supply of solvents, maintenance and training

Liquid Nitrogen:

Peter

Maintaining supply and monitoring usage

Glass Shop:

Nadine

Collection and coordination of glassware repair

Website and Computers:

Kristy

Organolithiums/Grignards:

Uttam

Maintain a stock of “good” MeLi, nBuLi, tBuLi, AllylMgBr and other commonly used grignards and organolithiums (to be determined periodically at your discretion what these are based on usage). Also, request EHRS disposal for any bottles that go “bad.” This is similar to what Blaine and Arash were doing with the BuLi and prevents half a dozen bottles being open at once and cuts down on waste and cost. Also prevents the accumulation of many bad-quality bottles of these lying around.

Balances:

Kristy

At least bi-weekly cleaning of each balance. Also maintain stock of weighing supplies for each lab (papers, boats)

TLC Stations:

Laura

Maintain the supply of TLC stains in each lab’s TLC station. Also responsible for keeping the jars clean (but NOT the TLC area, that is eachlabs’ responsibility)