

Group Jobs (version 7.2023).

Category I. Group jobs related to general operations

- Safety officer and group maintenance: Ivan Buslov
- Nanosafety: Miyeon
- Group event director: Jiaming and Andrit
- Electronic notebook: Lara Lavrencic
- Data management plan: Andrit
- Demande de travail: Sarah and Ivan
- Ordering of collective consumables, major orders: Lara, Uttam
- Equipment inventory: Uttam
- Chemical inventory (including lists for lent chemicals in each cupboard: Lara
- Inventory of pumps, maintenance: Ariana Serban
- IT, Printers, computers and paper (maintenance): Andrit
- Manual: Ariana Serban and Jiaming
- Gas Cylinders: Chao
- Pumps coordinator: Ariana Serban
- Balance coordinator: Ariana Serban
- micropipette coordinator: Wenhao Ren
- Toolbox: Yiwei Zheng
- Regulators: Chao Fan
- Introduction to new member (check in)
- List: making and giving to new members Nadia Ben Sayed

Lab tour organization

Organic: Weijin Wang; Materials: Wenchao

-Introduction of facility and common practices

-Chemical shops: Nadia Ben Sayed

Materials chemistry: Wenchao Ma

Synthetic chemistry: Chao Fan

-Safety introduction: Ivan and Miyeon (including safety procedures for nano materials, like filling out the sheets)

- Electronic network: Lara Lavrencic

- Disposal of chemicals : Lara Lavrencic

- Data management plan: Andrit

- Checkout

Procedures: Nadia Ben Sayed, Jiaming

Check: Nadia Ben Sayed (organic); Wenchao (materials)

Inventory of samples and labware: Nadia Ben Sayed

- Group meeting schedule: Miyeon

- Sub-group meeting schedule: Jiaming

- Lab safety check, cleaning schedule: Miyeon Chang

(- Birthday: Miyeon Chang)

Category II. Group jobs related to major shared equipment

- Glove boxes (assistance for regeneration and maintenance): Uttam Dhawa, Ivan Buslov, Lara

- Solvent System: Weijin Wang

- Rotovaps: Coordinator – Chao Fan

Miyeon (3218); Lara (3212);

- GC: Wenchao Ma

- GC-MS (including hydrogen generators): Chao Fan

- NMR: Chao Fan

- HPLC: Uttam

- HPLC-MS: Ivan

- Preparative LC: Nadia Ben Sayed /Weijin Wang

- Potentiostats, Electrochemical equipment and techniques: Wenhao Ren; Wenchao Ma

- XRD Wenchao Ma

Category III. Group jobs related to specialized shared equipment

- UV-Vis: Jiaming

- IR and reactive IR equipment: Miyeon Chang

- flash LC (biotage): Chao
- Photochemistry: Weijin
- Rotating Disk: Miyeon
- Raman: Miyeon Chang
- CO2 setup: Wenhao Ren
- Fuel cell station: Ariana
- TEM and SEM for group Ariana, Miyeon, Wenchao Ma
- XPS vessel: Wenchao Ma
- High temp Oven, furnace: Wenchao Ma
- Autoclaves (materials): Wenchao Ma
- ALD: