

Group Jobs (version 10.2025).

Category I. Group jobs related to general operations

- Safety officer and group maintenance: Damien
- Nanosafety: Damien
- Group event director: Jiaming and Andrit
- Electronic notebook: Enora
- Data management plan: Andrit
- Demande de travail: Sarah
- Equipment inventory: Sarah to Ji Hee
- Chemical inventory (including lists for lent chemicals in each cupboard): Fangqi
- Inventory of pumps, maintenance: Qiucheng
- IT, Printers, computers and paper (maintenance): Andrit
- Manual: Jiaming
- Gas Cylinders Gas lines: Wenchao to Lei
- Pumps coordinator: Qiucheng
- Balance coordinator: Ariana to Lasha
- Toolbox: Chengyu
- Regulators: Chengyu
- Introduction to new member (check in)
- List: making and giving to new members Jihee

Lab tour organization: Jiaming

- Introduction of facility and common practices
- Chemical shops: Enora
- Safety introduction: Damien (including safety procedures for nano materials, like filling out the sheets)
- Electronic notework, Data management plan: Andrit
- Checkout

Procedures: Jiaming

Check: Jiaming

Checkout Inventory of samples and labware: Jiaming

- Group meeting schedule: Jiaming
- Sub-group meeting schedule: Jiaming

Fairwell affaires: Ji Hee

Linkedin: Celine

Category II. Group jobs related to major shared equipment

- Glove boxes (assistance for regeneration and maintenance): Fangqi
- Rotovaps: Coordinator – Andrit
- GC for organics: Robin
- GC for CO₂RR: Qiucheng, Je Hee
- GC-MS (including hydrogen generators): Robin
- HPLC: Sarah, Fangqi
- UPLC: Sarah Fangqi
- Potentiostats, Electrochemical equipment and techniques: Jamie
- XRD: Qiucheng

Category III. Group jobs related to specialized shared equipment

- UV-Vis: Jamie
- IR and reactive IR equipment: Miyeon Chang to Qiucheng
- flash LC (biotage): Sarah to Fangqi
- Photochemistry: Fangqi
- Rotating Disk: Damien
- Raman: Qiucheng
- CO₂ setup: Damien
- XPS vessel: Jiaming
- High temp Oven, furnace: Jiaming
- Autoclaves (materials): Andrit