

Group Jobs (version 03.2026).

Category I. Group jobs related to general operations

- Safety officer and group maintenance: Lasha Khutsishvili
  - Nanosafety: Lasha Khutsishvili
  - Group event director: Jiaming and Andrit
  - Electronic notebook: Fangqi
  - Data management plan: Fangqi
  - Demande de travail: Enora
  - Equipment inventory: Ailin
  - Ni Salt authority: Ji Hee
  - Chemical inventory (including lists for lent chemicals in each cupboard): Fangqi
  - Inventory of pumps, maintenance: Qiucheng to Lei
  - IT, Printers, computers and paper (maintenance): Andrit
  - SOP for equipment: Jamie
  - Gas Cylinders Gas lines: Lei
  - Pumps coordinator: Qiucheng to Lei
  - Balance coordinator: Andrit
  - Toolbox: Lei
  - Regulators: Lei
  - 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: Lasha (including safety procedures for nano materials, like filling out the sheets)
  - Electronic notework, Data management plan: Fangqi
  - Checkout

Procedures: Jiaming

Check: Jiaming

Checkout Inventory of samples and labware: Jiaming

- Group meeting schedule: Ailin
- Sub-group meeting schedule: Ailin

Fairwell affaires: Ji Hee

Slack: Jihee

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 CO<sub>2</sub>RR: Ji Hee
- GC-MS (including hydrogen generators): Robin
- HPLC: Fangqi, Enora
- UPLC: Enora
- Potentiostats, Electrochemical equipment and techniques: Jamie to Ailin
- 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
- CO<sub>2</sub> setup: Damien
- XPS vessel: Jiaming
- High temp Oven, furnace: Jiaming
- Autoclaves (materials): Andrit