

Group Responsibilities of the Ma Lab

(Updated on November 7, 2023)

ASAP 2020 Plus	Gaurav Verma/Bin Liang
Schedule and coordinate usage, train new users, refill Liquid N ₂ trap when not in use, order liquid N ₂ and adsorbate gases when empty, semi-annual cleanup and oil-change	
3Flex	Gaurav Verma/Bin Liang
Schedule and coordinate usage, train new users, refill Liquid N ₂ trap when not in use, order liquid N ₂ and adsorbate gases when empty, semi-annual cleanup and oil-change	
High-pressure apparatus	Gaurav Verma/ Roknuzzaman
Schedule and coordinate usage, train new users	
Glove box-old	Peter Vannatta/Roknuzzaman
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
Glove box-new	Peter Vannatta/Roknuzzaman
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
UV-Vis-Near IR	Wenlu Fan
Schedule and coordinate usage, train new users, semi-annual cleanup	
GC for catalysis	Yin Zhang/Amena Khatoon
Schedule and coordinate usage, train new users, semi-annual cleanup	
GC-breakthrough	Bin Liang/Sayan Maiti/Gaurav Verma
Schedule and coordinate usage, train new users, semi-annual cleanup	
CO₂/Moisture-breakthrough	Bin Liang/ Sayan Maiti/Gaurav Verma
Schedule and coordinate usage, train new users, semi-annual cleanup	
DRIFT-IR	Kui Tan
Schedule and coordinate usage, train new users, semi-annual cleanup	
SEM	Joshua Phipps/Kyle Martin
Schedule and coordinate usage, train new users, semi-annual cleanup	
Electrochemical Workstation-new	Peter Vannatta
Schedule and coordinate usage, train new users, semi-annual cleanup	
Electrochemical Workstation-old	Peter Vannatta
Schedule and coordinate usage, train new users, semi-annual cleanup	
Rotavapors (CHME 386)	Amena Khatoon
Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the water pump	
Rotavapors (CHME 331/334)	Kyle Martin
Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the	

water pump

Tube furnace

Train new users, change inert gas, semi-annual cleanup

Amena Khatoon

Balances (CHEM 386/386A)

Clean weekly, supply weighing paper & Kimwipes

Amena Khatoon

Balances (CHEM 331/334)

Clean weekly, supply weighing paper & Kimwipes

Wenlu Fan

Microscope

Clean monthly

Kyle Martin

Sonicators

Weekly bath cleaning

Mansi Kapoor/Amit Gupta

Centrifuges

Clean monthly, order tubes when used-up

Joshua Phipps

Centrifuge-cryogenic

Clean monthly, order tubes when used-up

Wenlu Fan/Joshua Phipps

Fridges (CHEM 386)

Semi-annual cleanup

Amena Khatoon

Fridges (CHEM 331/334)

Semi-annual cleanup

Kyle Martin/Amit Gupta

Solvent purification system

Schedule and coordinate usage, train new users

Peter Vannatta

Incubators

Semi-annual cleanup

Joshua Phipps/Wenlu Fan

Syringe pumps

Timely cleanup and return after usage

Kyle Martin/Amit Gupta

Shakers

Semi-annual cleanup

Mansi Kapoor/Amit Gupta

Millipore water purifier

Clean weekly and check the filter monthly

Wenlu Fan

Desiccators (both glass and plastic)

Replace or activate desiccants quarterly

Mansi Kapoor/Amit Gupta

Drying oven (CHEM 386)

Remove glassware that has been forgotten in ovens

Bin Liang

Drying oven (CHEM 331) Remove glassware that has been forgotten in ovens	Wenlu Fan//Amit Gupta
Vacuum ovens Clean monthly	Amena Khatoon
Gas Regulators Keep track of them and inform of needs	Gaurav Verma
Autoclaves Keep them clean after usage	Gaurav Verma
Vacuum Line in Fume Hood Each line should be used only by the researchers to which it is assigned. Pump oil should be changed regularly, and trap should be checked for liquid nitrogen regularly.	People designated to each hood
Heating plates in Fume Hood Regular cleanup.	People designated to each hood
Mobile Line for tube-sealing Quarter pump oil change and cleanup	Amena Khatoon
Biosafety cabinet Schedule usage, train users on how to use	Joshua Phipps/Wenlu Fan
Single X-ray Diffractometer Schedule usage (coordinate with Lukasz); assist with collection, solution, and data back-up	Gaurav Verma
Powder X-ray Diffractometer Schedule usage, assist with collection and data back-up	Gaurav Verma
Supercritical CO₂ Schedule usage, train users on how to use - order CO ₂ when empty	Bin Liang/Gaurav Verma
Flow Reactor Schedule usage, train users on how to use	Gaurav Verma
Microwave Reactor Schedule usage, train users on how to use	Amena Khatoon
Magneto apparatus Schedule usage, train users on how to use	Mansi Kapoor
Cell Culture Schedule usage, train users on how to use	Joshua Phipps/Wenlu Fan
Vapor sorption apparatus (to be purchased)	TBD
Office Supplies Buy office supplies or get them from the departmental office: paper, printer ink, marker pens, notebooks, etc.	Mansi Kapoor

Chemicals and Bulk Supplies	Amena Khatoon
Restock bulk chemicals, bulk solvents, large & small vials, caps, gloves, pipettes, Pipettes tips, Kimwipes, glass tubing etc.	
Shared glassware (columns, Schlenk flasks/tubes, funnels, etc.)	Mansi Kapoor
Timely check their clean-up, drying and return to the storage place after usage.	
Chemical Inventory	Mansi Kapoor/Amit Gupta
Organize Chemicals - annual update	
Order pick-up	Martin Kyle/Roknuzzaman
Daily pick up packages at NES 107	
Acid/base baths (CHEM 386)	Yin Zhang
Biweekly change the acid/base washing solutions	
Acid/base baths (CHEM 331/334)	Roknuzzaman
Biweekly change the acid/base washing solutions	
Chemical Waste	Kyle Martin/Roknuzzaman
Contact with HITS for the pickup of chemical waste	
Group Meeting	Mansi Kapoor
Set times/places, meeting minutes	
Lab Safety	Kyle Martin/Roknuzzaman/Gaurav Verma
Check potential safety issues in the lab regularly, and First Aid kits monthly	
Lab Cleanup	Mansi Kapoor/ Amena Khatoon
Schedule monthly cleanup; coordinate lab organization	