

Group Responsibilities of the Ma Lab
(Updated on September 2, 2022)

ASAP 2020 Plus	Yingxiang Ye/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	Yingxiang Ye/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/Yin Zhang
Schedule and coordinate usage, train new users	
Glove box-old	Yin Zhang/Gaurav Verma
Schedule and coordinate usage, train new users, change inert gas, quarterly regeneration of catalyst, semi-annual cleanup, and oil-change	
Glove box-new	Yixuan Xu/Chengxia Chen
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/Xueying Ge
Schedule and coordinate usage, train new users, semi-annual cleanup	
GC for catalysis	Yin Zhang
Schedule and coordinate usage, train new users, semi-annual cleanup	
GC-breakthrough	Yingxiang Ye/Bin Liang
Schedule and coordinate usage, train new users, semi-annual cleanup	
DRIFT-IR	Chengxia Chen/Bin Liang
Schedule and coordinate usage, train new users, semi-annual cleanup	
SEM	Xueying Ge/Kyle Martin
Schedule and coordinate usage, train new users, semi-annual cleanup	
Electrochemical Workstation-new	Yanpei Song/Changjia Zhu
Schedule and coordinate usage, train new users, semi-annual cleanup	
Electrochemical Workstation-old	Yanpei Song/Changjia Zhu
Schedule and coordinate usage, train new users, semi-annual cleanup	
Rotavapors (CHME 386)	Steve Lan
Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the water pump	
Rotavapors (CHME 331/334)	Xixuan Xu

Train new users, biweekly cleaning of heating bath and cold finger, changing of water for the water pump

Tube furnace	Steve Lan
Train new users, change inert gas, semi-annual cleanup	
Balances (CHEM 386/386A)	Xueying Ge
Clean weekly, supply weighing paper & Kimwipes	
Balances (CHEM 331/334)	Wenlu Fan
Clean weekly, supply weighing paper & Kimwipes	
Microscope	Kyle Martin
Clean monthly	
Sonicators	Mansi Kapoor
Weekly bath cleaning	
Centrifuges	Bin Wang
Clean monthly, order tubes when used-up	
Centrifuge-cryogenic	Wenlu Fan/Joshua Phipps
Clean monthly, order tubes when used-up	
Fridges (CHEM 386)	Steve Lan
Semi-annual cleanup	
Fridges (CHEM 331/334)	Kyle Martin
Semi-annual cleanup	
Solvent purification system	Yixuan Xu/Bin Wang
Schedule and coordinate usage, train new users	
Incubators	Wenlu Fan/Joshua Phipps
Semi-annual cleanup	
Syringe pumps	Yanpei Song
Timely cleanup and return after usage	
Shakers	Bin Wang
Semi-annual cleanup	
Millipore water purifier	Wenlu Fan
Clean weekly and check the filter monthly	
Desiccators (both glass and plastic)	Mansi Kapoor

Replace or activate desiccants quarterly

Drying oven (CHEM 386) Bin Liang
Remove glassware that has been forgotten in ovens

Drying oven (CHEM 331) Bin Wang
Remove glassware that has been forgotten in ovens

Vacuum ovens Bin Wang
Clean monthly

Gas Regulators Gaurav Verma
Keep track of them and inform of needs

Autoclaves Gaurav Verma
Keep them clean after usage

Vacuum Line in Fume Hood People designated to each 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.

Heating plates in Fume Hood People designated to each hood
Regular cleanup.

Mobile Line for tube-sealing Yanpei Song
Quarter pump oil change and cleanup

Biosafety cabinet Wenlu Fan/Joshua Phipps
Schedule usage, train users on how to use

Single X-ray Diffractometer Gaurav Verma/Yixuan Xu
Schedule usage (coordinate with Lukasz); assist with collection, solution, and data back-up

Powder X-ray Diffractometer Gaurav Verma/Yixuan Xu
Schedule usage, assist with collection and data back-up

Supercritical CO₂ Bin Wang
Schedule usage, train users on how to use - order CO₂ when empty

Flow Reactor Gaurav Verma
Schedule usage, train users on how to use

Microwave Reactor Steve Lan
Schedule usage, train users on how to use

Magneto apparatus Xueying Ge/Mansi Kapoor
Schedule usage, train users on how to use

Vapor sorption apparatus (to be purchased)	TBD
Membrane gas separation apparatus (to be purchased)	TBD
Membrane water separation apparatus (to be purchased)	TBD
Office Supplies	Wenlu Fan
Buy office supplies or get them from the departmental office: paper, printer ink, marker pens, notebooks, etc.	
Chemicals and Bulk Supplies	Martin Kyle
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.)	Yixuan Xu
Timely check their clean-up, drying and return to the storage place after usage.	
Chemical Inventory	Steve Lan/Martin Kyle
Organize Chemicals - annual update	
Order pick-up	Martin Kyle/Yixuan Xu
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)	Bin Wang
Biweekly change the acid/base washing solutions	
Chemical Waste	Steve Lan/Kyle Martin
Contact with HITS for the pickup of chemical waste	
Group Meeting	Wenlu Fan
Set times/places, meeting minutes	
Lab Safety	Steve Lan/Gaurav Verma/Kyle Martin
Check potential safety issues in the lab regularly, and First Aid kits monthly	
Lab Cleanup	Kyle Martin/Wenlu Fan
Schedule monthly cleanup; coordinate lab organization	