

Group Jobs (version 5.2024).

Category I. Group jobs related to general operations

- Safety officer and group maintenance: Ivan Buslov
- Nanosafety: Damien
- Group event director: Jiaming and Andrit
- Electronic notebook: Lara Lavrencic
- Data management plan: Jiaming
- Demande de travail: Sarah
- Equipment inventory: Uttam; Sarah
- Chemical inventory (including lists for lent chemicals in each cupboard: Lara
- Inventory of pumps, maintenance: Ariana Serban to Qiucheng
- IT, Printers, computers and paper (maintenance): Jiaming
- Manual: Ariana Serban and Jiaming
- Gas Cylinders: Chao to Chengyu
- Pumps coordinator: Ariana Serban to Qiucheng
- Balance coordinator: Ariana Serban
- Toolbox: Chengyu
- Regulators: Chao Fan to Chengyu
- 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: Uttam

- Safety introduction: Ivan and Damien (from Miyeon) (including safety procedures for nano materials, like filling out the sheets)
- Electronic notework: Lara Lavrencic

- Disposal of chemicals: Lara Lavrencic

- Data management plan: Jiaming

- Checkout

Procedures: Nadia Ben Sayed, Jiaming

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

Checkout 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: Jiaming)

#### Category II. Group jobs related to major shared equipment

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

- Solvent System: Weijin Wang

- Rotovaps: Coordinator – Lara

Miyeon (3218); Lara (3212);

- GC: Wenchao Ma

- GC-MS (including hydrogen generators): Lara/Uttam

- HPLC: Uttam

- HPLC-MS: Ivan

- Potentiostats, Electrochemical equipment and techniques: Ariana; Wenchao

- XRD Wenchao Ma to Qiucheng

#### 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: Damien
- Raman: Miyeon Chang
- CO2 setup: Damien
- 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