

GROUP RESPONSIBILITIES

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|---|--------------------------------------|
| - Dry Solvents Hot Stills (THF, Et ₂ O, PhMe, CH ₂ Cl ₂): | <i>Ruiting/Janice</i> |
| - Chromatography Solvents Hot Stills (EtOAc, Hexanes): | <i>Ettore/Nikhil</i> |
| - Bulk Solvent Cans (Et ₂ O, CH ₂ Cl ₂ , EtOAc, Hexanes): | <i>Pravat/Tung</i> |
| - Acetone Recycling: | <i>Desirae/Jim</i> |
| - Dry Solvent Filtration (THF, Et ₂ O, PhMe, CH ₂ Cl ₂): | <i>Joe/PW</i> |
| - LC-MS (high-res, low-res) | <i>Taber/Desirae/Nikhil</i> |
| - TLC-MS | <i>Taber/Joe</i> |
| - HPLCs – Rainin/Varian/Shimadzu | <i>Mary/Taber/Leila</i> |
| - SFC (analytical & preparative) | <i>Taber/Desirae</i> |
| - NMR (700/600/500): | <i>Kevin/Mike</i> |
| - TLC Areas, Balances: | <i>Pravat/Tyler</i> |
| - Glass Shop Connection: | <i>Desirae/Andrea</i> |
| - Chemicals, Supplies Tanks & Dewars Orders: | <i>Desirae/Taber</i> |
| - Bulk Solvent Orders (Cans): | <i>Desirae/Taber</i> |
| - CEM SPPS/CCC Instrumentation | <i>Jim/Joe/Matt</i> |
| - IR/ATR | <i>Matt/Kevin</i> |
| - Microwaves: | <i>Matt/Mike</i> |
| - Glove Boxes: | <i>Manwika/PW</i> |
| - Chemicals (Storage, Inventory): | <i>Pravat/Kevin/Yan</i> |
| - CBIS | <i>Taber/PW</i> |
| - Solvent Waste Management: | <i>Evan/Tung/Tyler</i> |
| - Freezer Defrosting + Inventory: | <i>Yan/Tyler</i> |
| - Machine/Electronic Shop Repairs: | <i>Desirae/Andrea</i> |
| - N ₂ -, Ar-Tanks; Dewars: | <i>Ettore/Leila/Manwika</i> |
| - Parr Hydrogenators, H- & X-Cube: | <i>Matt/Ettore</i> |
| - GC & UV/Vis, CD/ORD: | <i>Mary/Mike/Desirae</i> |
| - Pumps | <i>Matt/Tyler</i> |
| - Cryocools, Website, Computer Hardware: | <i>PW</i> |
| - SiO ₂ | <i>Desirae/Yan</i> |
| - Trisorber/Scintillation Counter | <i>PW/Jim</i> |
| - Photoreactors | <i>PW/Nikhil</i> |
| - Plate Reader/Fluorimeter/ITC/Incubator | <i>Desirae/Taber/Andrea</i> |
| - ICP-OES | <i>Taber/Andrea</i> |
| - Group MacOS, Windows IT | <i>Mary</i> |
| - Stocked & Locked Laboratory Items | <i>Desirae</i> |
| - Open & Shared Laboratory Items | <i>Everybody</i> |
| - Chemical Hygiene | <i>PW</i> |
| - Break Rooms | <i>Weekly rotations as scheduled</i> |