

**Sweedler Group Duty List 2023**

Duty	Notes about duty	Previous Assignments	2023 Assignments
<b>General Duties</b>			
Shared duties	Chemical inventory, data backup, keep fridge and freezers organized, keep lab bench clean	Everyone	Everyone
Pipette calibration	Check all pipettes at least once every year, and schedule calibration when needed.	Bl: Keyin RAL: Shannon B	Bl: Keyin RAL: Shannon
Laboratory Notebook Ordering	Order Sweedler group notebooks for the group	Seth	Keyin
Contact and email lists	Update contact info when necessary; Manage Google group and calendars	Sara	Noah
Software management (CDs and licenses)	Keep software collection and track uses of spare portable hard drives	Kisurb	Elia
Cards and Gifts	Represent the group and get cards for significant events	Samuel/Jane	Noah
Person in charge of duties	Coordinate and assign group duties	Shannon B	Blake
<b>Beckman Institute</b>			
Aquariums		Stas	Stas
Animal ordering/discarding		Stas	Stas
ChemFOM admin			Elena
PEAKS Online admin			Elena
admin for NAS devices for data storage			Elena
Chemical waste/sharps (safety officer)/ Chemical Inventory Specialist	Enforce waste disposal and general lab cleanliness. Contact person for chemical inventory management.	Romans	Romans
Hood hygienist in 2620	Make and implement regular hood cleanup plans (e.g. once per month)	Kisurb	Joennisse
Hood hygienist in 2638	Make and implement regular hood cleanup plans (e.g. once per month)	Dan	Joennisse
Biological hood	Enforce hood cleanliness	Jane	Jane
Balances and pH meters	Maintain cleanliness of balance area and perform regular calibration of pH meters	Kevin/Keyin	Keyin
SpeedVac	Regular pump and concentrator maintenance	Harvey	Blake
Freezer/fridges	Make and implement rules to make storage organized Defrost when necessary. This year (2023), also do a new freezer inventory under Stas's guidance and in collaboration with Elena's undergrad George.	Harvey/Peter	Elia
Tissue slice chamber and vibratome		Stas	Stas
Computer Admin	Ensure performance of lab computers	PEAKS 7 computer	Users
		Richard - Dragon	Users - Dragon
		Stas - Shrykos	Stas - Shrykos
		Elena - PEAKS PC	Elena - PEAKS PC
Control of Standards	Prepare and tracks use of LC and MALDI standards	Elena - PEAKS PC	Elena
Ordering/maintaining general lab supplies	Order pipette tips, glass and plastic vials, paper, kimwipes, canned air, etc.	Users	Users
<b>Roger Adams Lab</b>			
Computer Admin	Computer admin	Samuel	Samuel
Chemical waste/sharps (safety officer)	Enforce waste disposal and general lab cleanliness	Dharmesh	Dharmesh
Jerrican Waste	Collect the jerricans in RAL75 for the jerrican waste pickup and retrieve them	Ed/Yanqi	Yanqi
Hood hygienist	Making and implementing regular hood cleanup rules (e.g. once per month)	Shuangshuang	Shuangshuang
Balances and pH meters	Maintain cleanliness of balance area and perform regular calibration of pH meters	Chen	Chen
SpeedVac	Regular pump and concentrator maintenance	Shannon B.	Shannon
Water system maintenance	Perform regular maintenance on water system in RAL	Samuel	Elia
Checking vacuum pump status every week	To check and record the oil levels on the pumps	Dan/Seth	Yanqi
Freezer/fridges	Make and implement rules to keep storage organized	Shannon B	Shannon
Ordering/maintaining general lab supplies	Order general lab supplies and lab notebooks, etc.	Users	Users
<b>Instrument Maintenance</b>			
FT-ICR	Bakeout the FT-ICR on a regular basis and keep track of the liquid He level from time to time	Dan/Sara	Seth/Elia
Impact	Instrument maintainance	Kevin/Yanqi	Impact - Shannon / nLC - Shannon / Regular HPLC - Shannon
MaXis	Instrument maintainance	Shannon B/Chen	Chen
EvoQ	Instrument maintainance	Autumn/Cindy/ Harvey/Ed	Yanqi/Chen
Breeze	Instrument maintainance	Ed	Samuel
CE-LIF	Instrument maintainance	Cindy	Shuangshuang
Agilent CE-MS	Instrument maintainance	N/A	Shuangshuang/Noah
capLC	Instrument maintainance		Yanqi/Samuel
TIMS-TOF	Instrument maintainance	Elena	Elena or Samuel (whoever isn't assigned to TIMS-TOF flex)
TIMS-TOF flex	Instrument maintainance	N/A	QTOF - Samuel or Elena (depends who is selected for training) / MALDI - Elena
MALDI (Ultraflex)	Perform regular cleaning of MALDI and contact Bruker for assistance. Also manages shared targets.	Peter/Sara	Blake/Seth (can change depending who is trained on the new instrument)
Axio M2 Imager	Ensure instrument performance and regular maintainance	Stas	Stas