

Sweedler Group Duty List 2022			
Duty	Notes about duty	Previous Assignments	2022 Assignments
General Duties			
Shared duties	Chemical inventory, data backup, keep fridge and freezers organized, keep lab bench clean	Everyone	Everyone
Pipette calibration	Calibrate all pipettes at least once every year	David, BI: Keyin RAL: Shannon B	BI: Keyin RAL: Shannon B
Laboratory Notebook Ordering	Order Sweedler group notebooks for the group	James C.	Seth
Contact and email lists	Update contact info when necessary; Manage Google group and calendars	Sara	Sara
Software management (CDs and licenses)	Keep software collection and track uses of spare portable hard drives	Kisurb	Kisurb
Cards and Gifts	Represent the group and get cards for significant events	Samuel	Jane
Person in charge of duties	Coordinate and assign group duties	Ed	Ed/Shannon B
Beckman Institute			
Aquariums		Xiying	Stas
Animal ordering/discarding		Stas/Xiying	Stas
Skynet Admin	Manages data storage on the Skynet drive	Richard	Richard
Chemical waste/sharps (safety officer)/Chemical Inventory Specialist	Enforce waste disposal and general lab cleanliness. Contact person for chemical inventory management.	David	Romans
Hood hygienist in 2620	Make and implement regular hood cleanup plans (e.g. once per month)	Harvey	Kisurb
Hood hygienist in 2638	Make and implement regular hood cleanup plans (e.g. once per month)	Dan	Dan
Biological hood	Enforce hood cleanliness	Jane/Kisurb	Jane
Balances and pH meters	Maintain cleanliness of balance area and perform regular calibration of pH meters	Autumn/Kevin	Kevin/Keyin
SpeedVac	Regular pump and concentrator maintenance	Harvey	Seth
Freezer/fridges	Make and implement rules to make storage organized Defrost when necessary	Dongkyu/Peter	Harvey/Peter
Tissue slice chamber and vibratome		Stas/Xiying	Stas
Computer Admin	Ensure performance of lab computers	Richard - Dragon Stas - Shrykos Elena - PEAKS PC	Richard - Dragon Stas - Shrykos 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.	Xiying	Users
Roger Adams Lab			
Computer Admin	Computer admin	Ed	Samuel
Chemical waste/sharps (safety officer)	Enforce waste disposal and general lab cleanliness	Shanon M	Dharmesh
Jerrican Waste	Collect the jerricans in RAL75 for the jerrican waste pickup and retrieve them.	Ed	Ed/Yanqi
Hood hygienist	Making and implementing regular hood cleanup rules (e.g. once per month)	Cindy	Cindy/Shuangshuang
Balances and pH meters	Maintain cleanliness of balance area and perform regular calibration of pH meters	Autumn/Kevin	Chen
SpeedVac	Regular pump and concentrator maintenance	Dharmesh	Shannon B.
Water system maintenance	Perform regular maintenance on water system in RAL	Shannon M/Samuel	Shannon M/Samuel
Checking vacuum pump status every week	To check and record the oil levels on the pumps	Dan/Sara	Dan/Seth
Freezer/fridges	Make and implement rules to keep storage organized	Yaoyao/Shannon B	Autumn
Ordering/maintaining general lab supplies	Order general lab supplies and lab notebooks, etc.	Users	Users
Instrument Maintenance			
FT-ICR	Bakeout the FT-ICR on a regular basis and keep track of the liquid He level from time to time	Dan/Sara	Dan/Seth
Impact	Instrument maintainance	Elena/Kevin	Kevin/Yanqi
MaXis	Instrument maintainance	Shannon M/Shannon B	Shannon B
EvoQ	Instrument maintainance	Autumn/Cindy/Harvey/Ed	Chen
Breeze	Instrument maintainance	Ed	Samuel
CE-LIF	Instrument maintainance	Cindy	Shuangshuang
TIMS-TOF	Instrument maintainance	Elena	Elena
MALDI	Perform regular cleaning of MALDI and contact Bruker for assistance. Also manages shared targets.	Peter	Peter/Sara
Axio M2 Imager	Ensure instrument performance and regular maintainance	Stas	Stas
SIMS maintenance	Perform regular cleaning of SIMS and troubleshoot problems	N/A	N/A