

## Sweedler Group Duty List 2024

Duty	Assignments	Duty Notes
<b>General Duties</b>		
Shared duties	Everyone	Chemical inventory, data backup, keep fridge and freezers organized, keep lab bench clean.
Pipette calibration	BI: Marisa	Check all pipettes at least once every year, and schedule calibration when needed.
	RAL: Marisa	
Laboratory Notebook Ordering	Keyin	Order Sweedler group notebooks for the group.
Contact and email lists	Noah	Update contact info when necessary; manage Google group and calendars.
Software management (CDs and licenses)	Stas	Keep software collection and track uses of spare portable hard drives.
Cards and Gifts	Noah	Represent the group and get cards for significant events.
Person in charge of duties	Jonathan	Coordinate and assign group duties.
<b>Beckman Institute</b>		
Aquariums	Stas	
Animal ordering/discarding	Stas	
ChemFOM admin	Elena	
PEAKS Online admin	Elena	
Admin for NAS devices for data storage	Elena	
Chemical waste/sharps (safety officer)/ Chemical Inventory Specialist	Ashley	Enforce waste disposal and general lab cleanliness. Contact person for chemical inventory management.
Hood hygienist in 2620	Joennisse	Make and implement regular hood cleanup plans (e.g. once per month).
Hood hygienist in 2638	Joennisse	Make and implement regular hood cleanup plans (e.g. once per month).
Biological hood BI	Jonennisse	Enforce hood cleanliness.
Balances and pH meters	Keyin	Maintain cleanliness of balance area and perform regular calibration of pH meters.
SpeedVac	Joennisse	Regular pump and concentrator maintenance.
Freezer/fridges	Seth/Ashley	Make and implement rules to make storage organized and defrost when necessary.
Maintain freezer inventory	Stas	
Tissue slice chamber and vibratome	Stas	
Computer Admin	Users	Ensure performance of lab computers.
	Users - Dragon	
	Stas - Shrykos	
	Elena - PEAKS PC	
Control of Standards	Elena	Prepare and tracks use of LC and MALDI standards.
Ordering/maintaining general lab supplies	Users	Order pipette tips, glass and plastic vials, paper, kimwipes, canned air, etc.
<b>Roger Adams Lab</b>		
Computer admin	Samuel	Computer admin.
Chemical waste/sharps (safety officer)	Dharmesh	Enforce waste disposal and general lab cleanliness. Contact person for chemical inventory management.
Jerrican waste	Yanqi	Collect the jerricans in RAL75 for the jerrican waste pickup and retrieve them.
Hood hygienist	Shuangshuang	Making and implementing regular hood cleanup rules (e.g., once per month).
Balances and pH meters	Chen	Maintain cleanliness of balance area and perform regular calibration of pH meters.
SpeedVac	Shannon	Regular pump and concentrator maintenance.
Water system maintenance	Chen	Perform regular maintenance on water system in RAL.
Check vacuum pump status every week	Yanqi	To check and record the oil levels on the pumps.
Freezer/Fridges	Shannon	Make and implement rules to keep storage organized.
Order/Maintain general lab supplies	Users	Order general lab supplies and lab notebooks, etc.
<b>Instrument Maintenance</b>		
FT-ICR	Seth/Blake	Bakeout the FT-ICR on a regular basis and keep track of the liquid He level from time-to-time.
Impact	nLC - Shannon/ Regular HPLC - Shannon	Instrument maintainance.
MaXis	Chen	Instrument maintainance.
EvoQ	Yanqi/Chen	Instrument maintainance.
Breeze	Samuel	Instrument maintainance.
CE-LIF	Shuangshuang/Noah	Instrument maintainance.
Agilent CE-MS	Shuangshuang/Noah	Instrument maintainance.
capLC	Yanqi/Samuel	Instrument maintainance.
TIMS-TOF	Elena or Samuel	Instrument maintainance.
TIMS-TOF flex	Tim/Seth	Instrument maintainance.
MALDI (Ultraflex)	Blake/Ashely	Perform regular cleaning of MALDI and contact Bruker for assistance. Also manages shared targets.
Axio M2 Imager	Stas	Ensure instrument performance and regular maintainance.
CABBI / IGB MS maintenance	Blake	Weekly maintainance.
HTX Matrix Sprayer and Sublimator	Tim and Seth	Instrument maintainance.