- *Group Responsibilities*

Airong	HPLC #2 Shimadzu & light scattering computers (pc/mac) balances vac line #1
Benson	Extruder PCR cyclers Cold box/FPLC French press Waste pickup/scheduling sorvall centrifuge & epp centrifuges electrophoresis equip. prot.& seq. pipettemen multichannel pipettemen Mol. Biol. Enzymes
Eun-jung	lyophilizer vacuum oven combiflash HPLC #1 Rainin (vacuum line #2)
Jin	MALDI/TOF-TOF contact person Electroporator UV #2 (old) Bead Beater
Linghui	Fluorescence microscope (secondary) Rotovaps DLS90 plus vacuum line seconary copy card incubators - ovens
Li	Chemical inventory manager Barnstead water still pH meter cameras/film gases/tanks
Natasha	Plate reader – luminescence radioactivity survey including fifth floor ^{125}I radioactive waste water baths, shakers
Siyeon	Solvent stills (primary) and waste fluorescence microscope (primary) antibodies, IVF reagents mouse inventory TC culture/microscope room
Suzanne	UV #1 HPLC#3/mass spec Syringes Transilluminator Fluorimeter – PTI plate reader –UV fridges/freezers Autoclave
Tony	Liaison with HSC
unassigned	Media prep, buffers for gels ordering Protein gel prep peptide synthesizer (primary) dark room

- ***What group responsibilities mean***

autoclave - Making sure that it is still running. Reporting any problems to me or Ed Jourdan. Instructing others in proper use.

balances - Making sure that there are no spilled chemicals on the balances and that all waste paper, tissue, etc. is thrown away. Spatulas may be claimed as your own, and bottles of chemicals should be returned to their shelf. Feel free to remind others of the necessity of keeping common areas clean.

Barnstead water still - Understanding how it works. Putting a note on it, that it should not be used if there is no house distilled water. Flushing the air out of the line after the distilled water returns. Keeping track of how long it has been since the cartridges were replaced, and replacing them (with a chlorine flush to sterilize first).

Biohazardous waste - Collecting the bags of biohazardous waste, sealing them and tacking them to the loading dock biweekly. Please remember that the waste may not be stored in the chaseway because it is flammable.

cameras/film and dark room - Making sure that the camera works, and that film is reordered. Feel free to remind others that they must tell you if they use up the film (or order it themselves). Keeping track of the darkroom solutions and making fresh ones. The darkroom maintenance should be coordinated with the Tonge group.

chemical inventory – You are responsible for logging chemicals received on a monthly basis into the Excel database. This includes explaining procedures to people and assigning inventory code to new chemicals.

cold box - Making sure that it is working. Reminding people that they may only fill up their allotted space.

computers PC/Mac - Making sure that they're running and that there isn't an excessive amount of garbage on them. Installing new software, and troubleshooting old software. Coordinating backup and removal of old files to clear disk space.

copy card - Knowing where it is 24 hours a day. Good luck!

dark room – Keeping a supply of developer and fixer. Making new solutions on a regular basis, if the dark room is being used.

DLS90Plus - Making sure that it is working and that the general area around it is clean. Keeping an eye on the laser. Take care of cuvettes. Instructing others in proper use and data analysis.

electrophoresis equipment (protein, agarose & DNA sequencing) - Making sure that it is all running. Keeping the general area clean. Making sure that there are enough gel plates and combs for everyone's use. Instructing others in proper use.

electroporator - Making sure that it works and that there is a supply of cuvettes. Instructing others in proper use.

extruder - Making sure that there is a nitrogen tank with nitrogen in it. Making sure that there is a supply of filters. Making sure that the water bath isn't left on unnecessarily and that the extruder is clean. Instructing others in proper use.

fluorimeter - Making sure that it is working and that the general area around it is clean. Keeping an eye on the lamp to make sure that it's not burning out. Put up sign-up calendars. Instructing others in proper use.

FPLC - Making sure that the pump heads are in 20%EtOH when it's not in use. Checking people's buffers that they are running to make sure they are filtered. Knowing where all the parts are, and how to replace them. Keeping track of the columns and their use, knowing their approximate condition. Put up sign-up calendars. Instructing others in proper use.

French press - Making sure that the cells are cleaned after use. Reordering the balls and o-rings as needed. Checking the hydraulic fluid periodically and refilling it. Instructing others in proper use.

fridges/freezers - Checking the doors (especially the -80 °C) to make sure that they are closed. Defrosting the freezers when needed. Reminding people not to exceed their allotted space.

gases/tanks - Returning empty tanks, ordering new tanks. We pay for empty tanks sitting in the lab, please return them promptly. Verify the tank statement against what we have in the lab. Straightening out order problems.

HPLC's and waste - Keeping the areas clean (by reminding others to remove their stuff). Making sure that the pump heads are flushed with water nightly. Checking people's solvents that they are running to make sure they are filtered. Knowing where all the parts are, and how to replace them. Keeping track of the columns and their use, knowing their approximate condition. Put up sign-up calendars. Instructing others in proper use. Setting up a waste collection when the containers are full.

incubators and ovens - Making sure they work, and that they're clean. Checking that the CO_2 tank is turned off when not in use.

LC/MS – Understanding the software and the operating conditions. Keeping the areas clean (by reminding others to remove their stuff). Making sure that the correct solvents are used. Knowing where all the parts are, and how to replace them. Knowing how to rebuild the ESI probe. Changing the pump oil yearly (unless it is on a service contract). Keeping track of the columns and their use, knowing their approximate condition. Put up sign-up calendars. Instructing others in proper use. Setting up a waste collection when the containers are full.

lyophilizer - Changing the pump oil and defrosting monthly. Monitoring the samples on the lyophilizer. Instructing others in proper use.

mol.biol enzymes/ordering - Keeping track of restriction enzymes, phosphatase, polymerases and ordering as needed. Making sure that others use them properly.

PCR cycler - Keep the area clean. Make sure that we have tubes and plates.

peptide synthesizer, waste, and supplies - Ensuring that an ample supply of solvents/reagents is available. Checking that the machine operates properly and is not leaking. Getting septa made for vials.

Making sure that vials are washed and recycled and/or ordered. Disposing of waste when waste is collected. It may not be stored on the floor. Put up sign-up calendars. Instructing others in proper use.

pH meter - Keeping the general area clean. Checking the condition of the pH probes, filling them with electrolyte. Ordering new probes when they get broken. Instructing others in proper use.

pipettemen You are pipetteman monitor. Everytime you see them laying around, nag and rack. Make sure that we have spare parts, help with repairs. Instructing others in proper use.

plastic orders - Keeping track of the supply of blue caps (15 and 50 mL), Falcon tubes, petri dishes, disposable pipettes,and epp tubes. Placing orders through Jennifer as needed. Reminding others to recycle.

radioactive waste - Making sure that it is logged. Sealing it every 3-4 months so that the aging process begins. Calling EH&S when it has been aged 10 half-lives.

Radioactivity survey - Wipe testing the labs every month. Cleaning where necessary (or busting the person who contaminated the area). Forwarding the wipe tests to EH&S.

rotovap - Checking the level of the water bath. Keeping the area clear. Replacing the seals. Reminding people to clean out the traps.

SGI - Knowing how to use it. Instructing others in proper use.

solvent stills and solvent waste - Making sure that the water is running, if the heating is on. Making sure that the water is off, if the stills are off. Keeping them dry. Checking the nitrogen flow and that the tank is not empty. Instructing others in proper use.

Sorvall centrifuge & epp centrifuges - Checking the lid of the Sorvall and closing it, if the refrigeration is on. Cleaning out the bug juice (or making others clean out their bug juice). Checking the condition of the rotors. Making sure that the rotors are stored properly. Keeping the general area clean. Fixing it when broken. Instructing others in proper use.

speed vac/gel dryer - Draining and replacing the water in the Unijet periodically. Emptying the trap on the gel dryer. Instructing others in proper use.

syringes - Making sure that we have functional syringes. Reminding others that the syringes should be cleaned immediately after use, and returned to the dessicator. Replacing parts as needed, ie., teflon tips, needles. Harrassing people who leave syringes lying on bench and hood tops where they can be broken easily .

Tissue culture room - The incubators must be cleaned on a monthly-semimonthly basis. This means taking out shelves, and washing with disinfectant and autoclaving the shelves. In addition, the inside of the hood must be washed on a monthly-semimonthly basis. Keeping track of stocks of supplies, and replenishing. Reminding other of good sterile technique. Training new people to use the facility.

transilluminator - Clean the general area, keep the top clean.

UV - Keep the area clean. Remind others to clean the cuvettes. Monitor the condition of the cuvettes. Montor the lamp performance. Put up sign-up calendars. Instructing others in proper use.

vacuum line - Keeping it clean, checking the traps. Emptying the traps, rather than letting the nitrogen boil off. Changing the pump oil monthly. Instructing others in proper use.

vacuum oven - Keeping it clean, checking the traps. Emptying the traps, rather than letting the nitrogen boil off. Changing the pump oil monthly. Instructing others in proper use.

water baths/shakers - Checking the water levels weekly. Changing the water every six months (include algicide.) Turning them off when not in use.