## Duty List, Gladysz Group
### July 2021

### Major Instruments:
- **Glove Box**
  - Responsible Person, *backup/trainee*: Alex Estrada, Yun Zhu, Sam Zarcone
- **Solvent Purification system**
  - Responsible Person, *backup/trainee*: Hashem Amini, Robert Sommerhalter
- **Liquid Chromatography (HPLC)**
  - Responsible Person, *backup/trainee*: Aaron Wegener, Robert Sommerhalter, Katherine Wang
- **Gas Chromatography**
  - Responsible Person, *backup/trainee*: Katherine Wang, Sourajit Baksı
- **IR and accessories (cells)**
  - Responsible Person, *backup/trainee*: Robert Sommerhalter, Hashem Amini
- **UV-visible**
  - Responsible Person, *backup/trainee*: Yun Zhu, Katherine Wang
- **Cyclic Voltammetry**
  - Responsible Person, *backup/trainee*: Aaron Wegener, Bailey Jameson
- **Melting Point Apparatus**
  - Responsible Person, *backup/trainee*: Robert Sommerhalter, Aaron Wegener
- **Microwave Reactor**
  - Responsible Person, *backup/trainee*: Robert Sommerhalter, Hashem Amini
- **Pressure Reactors (Fischer-Porter bottles)**
  - Responsible Person, *backup/trainee*: Yun Zhu, Alex Estrada, Sam Zarcone
  - Responsible Person, *backup/trainee*: Yun Zhu, Sam Zarcone
- **Photochemical reactor**
  - Responsible Person, *backup/trainee*: Robert Sommerhalter, Hashem Amini

### Liquid Nitrogen Duty
- **Rotary Evaporators**
  - Responsible Person, *backup/trainee*: Sourajit Baksı, Brenna Collins
  - Responsible Person, *backup/trainee*: Katherine Wang, Aaron Wegener
- **Stockrooms (incl. solvents)**
  - Responsible Person, *backup/trainee*: Sam Zarcone, Brenna Collins
  - Responsible Person, *backup/trainee*: Sam Zarcone, Bailey Jameson
- **Deuterated solvents**
  - Responsible Person, *backup/trainee*: Sam Zarcone, Bailey Jameson
- **Analytical balances**
  - Responsible Person, *backup/trainee*: Hashem Amini (409), Sam Zarcone (414)
  - Responsible Person, *backup/trainee*: Katherine Wang, Sourajit Baksı
- **Deep Freezer**
  - Responsible Person, *backup/trainee*: Aaron Wegener, Katherine Wang
  - Responsible Person, *backup/trainee*: Aaron Wegener, Bailey Jameson
- **Vacuum pumps**
- **Glassware organization (annual) and broken glassware (organize/get repaired)**

### Administration or Services
- **Chemical inventory**
  - Responsible Person, *backup/trainee*: Brenna Collins, Bailey Jameson
- **Ordering**
  - Responsible Person, *backup/trainee*: Burcu Yildiz, Sam Zarcone, Brenna Collins
  - Responsible Person, *backup/trainee*: Robert Sommerhalter, Sourajit Baksı
- **Waste Czars**
  - Responsible Person, *backup/trainee*: Taveechai Wititsuwannakul, Brenna Collins
  - Responsible Person, *backup/trainee*: Burcu Yildiz
- **First Aid Kits/Eye wash stations**
- **Library, lab book organizations**
  - Responsible Person, *backup/trainee*: Brenna Collins

### Safety officer
- **Brenna Collins**

### Computing Facilities
- **IT**
  - Responsible Person, *backup/trainee*: Alex Estrada, Robert Sommerhalter
- **X-ray database (?)**
  - Responsible Person, *backup/trainee*: Taveechai Wititsuwannakul
- **Website**
  - Responsible Person, *backup/trainee*: Alex Estrada, Robert Sommerhalter