**Group jobs in Coordination Chemistry and Catalysis Unit**

July 05, 2016

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| **Job** | **Primary person** | **Secondary person** |
| CMS,  solvents ordering | Pradnya | Abhi |
| Waste disposal | Abhi, Orestes |  |
| Rotovaps | Orestes | Eugene |
| Balances and ultrasonic cleaner | Georgy | Orestes |
| GC, GC-MS | Eugene | Abhi |
| FT-IR | Georgy | Julia |
| UV-vis | Pradnya | Julia |
| SPS | Georgy | Julia |
| Glovebox 1 (double, Ar) | Georgy | Pradnya |
| Glovebox 2 (single, N2) | Orestes |  |
| Glovebox 3 | Eugene | Abhi |
| Electrochemistry | Pradnya | Julia |
| X-ray | Julia, Eugene | Orestes |
| Elemental Analyzer | Georgy | (Roy) |
| GPC | Georgy |  |
| Web page | Julia | Chika |

*CMS*: making sure CMS is up to date; disposing of used solvents; training new members.

*Solvent ordering:* only 1 extra diethyl ether or THF should be in storage; for other solvents, no more than 3 extra containers in storage

*Waste disposal*: training new members; checking that ALL waste bottles are closed, labeled, and waste is disposed on time. You need to remind others about proper waste disposal rules and can point out if you see violations.