

Sanford Group Jobs 😊

Balances: Waseem

- Clean area around balances
- Make sure people don't leave things out

Chemical Inventory: Allison

- Keep track of what we have/need
- Attach and remove barcodes when needed
- General organization
- Organize group clean-up once or twice a year

Computers: Allison

- Run Windows Update
- Install software, backup data
- Contact person with guys upstairs

Dessicant: Salena

- Change Drierite in all dessicators as needed

Dry Boxes: Dipa and Salena

- General tidying
- Change pump oil and regenerate catalyst as necessary

Dry Ice: Dipa and Lopa

- Fill dry ice chest as needed

GC and GCMS: Kami

- Routine maintenance (septum change, column trimming, etc.)
- Troubleshooting
- Contact with Shimadzu

Nitrogen: Kami

- Keep track of usage from meters in hall closets
- Make sure it isn't used unnecessarily

Ordering: Allison

- Place orders for chemicals/supplies as necessary
- Check white board "list"

Rotovaps: Salena

- Change water baths and clean dry ice fingers as needed
- Contact with Heidolph

Safety: Melanie

- Train new students on safety procedures and waste disposal requirements

Solvent System: Lopa

- General maintenance
- Fill solvent columns and change pump oil as needed
- Train others on how to remove solvent

Sonicator: Salena

- Change water as necessary

TLC Stains: Lopa

- Refill TLC stain jars as needed
- Make new stains
- Keep that area generally clean