# STEM Research Lab Support Services

## Electrical Engineering

* + Ordering, purchasing and receiving for PIs
  + Instrumentation setup, maintenance, and repair for General use equipment's
  + Training of student researchers for instrumentation in DISC-262, 460 and UWBB-226
  + Method development for instrumentation in DISC-262, 460 and UWBB-226
  + Work order requests for lab
  + Evaluation and recommendation for purchasing equipment
  + Coordinate receiving of large and/or unusual shipments (e.g. Instrumentation)

## Mechanical Engineering

* + Ordering for PIs
  + Maintenance of general use equipment (e.g. water purifier, Milling machines, Lathes, Material testing machines)
  + Method development, for instrumentation in labs DISC-363, 362 & 269, 270
  + Training student researchers, for instrumentation in labs DISC-460, 462 & 472
  + Work order requests for lab
  + Coordinate receiving of large and/or unusual shipments (e.g. Instrumentation)
  + Methods and proper processes for Accurate research data
  + Assist with specifications for research and teaching equipment.
  + Coordinate with vendors and research options for equipment.

## Chemistry

* + Ordering for PIs
  + Maintenance of general use equipment (e.g. water purifier)
  + Method development for instrumentation in DISC-463, 463A & 469A
  + Training of student researchers for instrumentation in DISC-463, 463A & 469A
  + Work order requests for lab
  + Coordinate receiving of large and/or unusual shipments (e.g. Instrumentation)
  + Support GC/MS in UW2-241

## Physics

* + Purchasing/ordering/receiving for PIs
  + Instrumentation setup/maintenance/repair (interferometer, telescopes, thermal evaporator)
  + Equipment/instrumentation evaluation and recommendation prior to purchase
  + Proofreading/editing of papers prior to peer review

## Biology

* + Ordering for PIs.
  + Maintenance of general use equipment (e.g. Water purifier)
  + Training student researchers for instrumentation and lab protocols in DISC-265
  + Work order requests
  + Coordinate receiving of large and/or unusual shipments (e.g. Instrumentation),
  + Weekly office hours in UWBB (Joline, Kelly and Christy)
    - Check Business Office for packages for labs and pick up perishable packages and store as needed.
    - Check dishwasher detergent and acid wash. If empty, switch out the containers. Order more if necessary
    - Wash dirty spatulas by balance in 274 and put clean ones back.
    - Wipe down lab bench around balance in 274. Log any "messes found."
    - For the autoclaves in UWBB run autoclave bioindicator test once/month and Check DI water filter tanks for the autoclave. If the light is off on main autoclave, contact Evocqua. Check autoclave printer paper. Check stock of autoclave chemical indicators.
    - Bring Styrofoam to DISC recycling collection box from UWBB.
  + Weekly eye wash testing UW2-231 and 235, UWBB-270, 274, and 275

## Environmental Science

* + Ordering for PIs
  + Coordinate with vendors and research options for equipment purchase
  + Maintenance of general use equipment
  + Method development for instrumentation in DISC-367, 369, 381 and UW2-231
  + Training of student researchers for instrumentation and lab protocols in DISC-367, 369 and UW2-231
  + Work order requests
  + Coordinate receiving of large and/or unusual shipments (e.g. Instrumentation)
  + Assist with specifications for research and teaching equipment
  + Assist with field work and lab session demonstrations