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Information for Research Higher Degrees Candidates in Chemistry

Introduction

Welcome

All members of the School of Chemistry[∇] extend a friendly welcome to you on joining us. Postgraduate students should consider themselves as “full members” of the School. Please:

- Come to the staff common rooms in Hobart and Launceston
- Contribute to the occasional *Chemnews* newsletter
- Use the noticeboard that is dedicated to postgraduate student issues (Hobart, Level 4)
- Participate in social functions arranged by the School or the Chemistry Students Club

This booklet and RHD students

This booklet is designed for the use of Chemistry’s Research Higher Degree (RHD) Students and should be read in conjunction with the University’s *Research Higher Degree Resource Book*. RHD candidates are those enrolled in a PhD or MSc by research.

Contacts and getting advice

In general, the first point of contact if you have a problem or need advice should be your supervisor, otherwise the Postgraduate Coordinator or the Postgraduate Student Representative. The Head of School, Professor Brian Yates is also available for consultation. You can in addition see staff in the Research Higher Degrees Unit. More information is given below.

Seminars

Postgraduate students are required to attend seminars held in the School at their location. In addition each student is required to contribute a half-hour introductory seminar and a one-hour final seminar during their candidature.

Conference travel

During your PhD candidature you will be entitled to a contribution of \$500 from the School to assist towards travel to a conference in your research field (provided that you give an oral or poster presentation). More detail is given later in this booklet.

[∇] Chemistry is a cross-campus school at the University of Tasmania. In Hobart, Chemistry is located in the Chemistry Building while in Launceston it occupies part of the Science Building. In this document, locations refer to these buildings.

Supervisors

A primary supervisor will be appointed when you enrol. This primary supervisor has the key responsibility for coordinating, communicating and managing the candidature as well as overall responsibility for the guidance, direction and advancement of the research project and resulting thesis and ensuring that the candidate is informed about the quality of the thesis. The primary supervisor must be registered with the Board of Graduate Studies by Research. Sometimes there may be two primary supervisors.

It is common practice to also appoint one or more additional supervisors. These could be a co-supervisor (who must be registered) or a research supervisor. In some cases, for example when the Head of School is the primary supervisor, a consultant may be appointed.

More detail is available from the website:

<http://www.research.utas.edu.au/gr/supervisors/index.htm>

Postgraduate Coordinator

The Postgraduate Coordinator, Dr Emily Hilder, Hobart, room 410 on level 4, (ext. 7670, e-mail: Emily.Hilder@utas.edu.au) will provide a link between students, the School and other sections of the university, as well as organizing various activities involving higher degree students. A particularly important role will be to provide confidential advice on any problem that you may have that you feel cannot be handled satisfactorily by your supervisor. Problems are often best tackled early, so please do not hesitate to approach the coordinator if anything is troubling you—this applies particularly to overseas students, who have to cope with cultural changes in addition to the excitement of commencing independent research!

Postgraduate Student Representatives

The School supports the *Tasmania University Postgraduate Association (TUPA)*: President (7423) and the contact person is Shane Hayes (7834, e-mail: tupa@postoffice.utas.edu.au).

Postgraduate students elect two of their members (one in Hobart and the other in Launceston) to be representatives at School staff meetings and Postgraduate Council meetings. In addition, the postgraduate student in Hobart is ex officio a member of the *Chemistry Building Safety Committee*. The current representatives are:

	campus	room	phone	e-mail
Sam Poynter	Hobart	413	2177	spoynter@utas.edu.au
Russell McGifford	Launceston	333	3828	Russell.McGifford@utas.edu.au

Board of Graduate Research and Graduate Research Unit

The *Board of Graduate Research* is responsible for the programs of study and research leading to a research higher degree. It is chaired by the Dean of Graduate Research (Professor Peter Frappell).

Office of the Dean of Graduate Research
Level 2, Administration Building, Sandy Bay Campus

The *Graduate Research Unit* coordinates and manages the administration of research higher degrees.

Student Administration Building, Sandy Bay Campus

Up to date contact information about graduate research may be obtained from:

http://www.research.utas.edu.au/gr/about_us/contact.htm

Important Documentation

Chemistry School information

The *Hobart Campus Chemistry Building Safety Manual* is particularly important, in view of the inherent dangers in chemical research as a laboratory based science. One of the strongest impressions that you should gain during your settling in period is the seriousness with which occupational health and safety issues are regarded in the School. While some of the manual's information is specific to the Hobart campus, most is also applicable to the Launceston campus. This manual and other safety information may be accessed via the web:

<http://www.chem.utas.edu.au/safety/index.html>

School-related information and copies of various forms are available via the website on Holly—one of the School's servers:

Holly\ChemBuildingSafety\
Holly\ChUsers\All\CHEM SCHOOL INFO\
Holly\ChUsers\All\CHEM SCHOOL FORMS\

Other university information

The *University Calendar* contains such information as the University Act and Ordinances, staff lists and University committees, and is available in the School of Chemistry offices. The *Course and Unit Handbook*, published annually by the University, provide useful information about the University.

The University's *Research Higher Degree Resource Book* is specifically designed for research students. An electronic copy of this as well as a wealth of other information for research higher degree candidates may be obtained from:

<http://www.research.utas.edu.au/gr/index.htm>

Of particular use is the following website that makes available most of the forms needed by RHD students:

<http://www.research.utas.edu.au/gr/forms/index.htm>

The University aims to ensure that your time here is enjoyable and rewarding. However if you have a concern or complaint that is affecting your study, the University has created a web page to offer you guidance on solving these problems. Most issues can be resolved informally and therefore you are encouraged to discuss the matter with the person involved as a first step. The web page deals primarily with complaints

concerning assessment and academic progress; however advice on who to contact concerning complaints about non-academic issues is also included.

http://www.admin.utas.edu.au/ac_serv/complaints_info.html

The Student Services and Support Centres may also be useful and they should be approached directly for assistance:

<http://services.admin.utas.edu.au/index.asp>

Hobart: Top Floor, TUU Building, phone 6226 2697

Launceston: Ground Floor, Student Centre, Kerslake, phone 6324 3787

Resources include Study Support, Counselling, Disability, Careers and Employment, Child Care, Accommodation, Health, Religious Support

Equipment

Equipment is a valuable resource for research activities in chemistry, and should be treated with care. On occasions you may wish to use equipment that is located in teaching laboratories. This includes AAS and UV/VIS/NIR spectrophotometers, and thermogravimetric equipment and permission must be sought from the general staff personnel in the appropriate area to use this.

The School has a Varian 300 MHz NMR spectrometer, located in Hobart, which is managed by the School of Chemistry. The spectrometer is restricted to direct use by members of the School who, once trained, may then have 24-hour access. Dr Jason Smith conducts training and certification. Certified users will receive a key to the room and a password to allow access to the instrument.

The Central Science Laboratory (CSL), located within the Chemistry Building, Hobart, houses major items of equipment of direct interest to research groups in the School. These instruments include NMR (400 MHz), IR, GC-MS, Scanning Electron Microscope, high resolution Orbitrap MS, CP-MS and Raman spectrometers. As with the NMR in the School of Chemistry, charges are levied.

Safety

As noted earlier, occupational health and safety is regarded very seriously in the School, and all staff and postgraduate students are expected to be familiar with and adhere to the contents of the *Hobart Campus Chemistry Building Safety Manual*.

Before commencement of laboratory work you must attend a safety induction session with your supervisor or other designated person. A safety course is held every year in February, and all postgraduates who have not attended this are expected to do so unless permission to be absent is granted by the Head of School. All laboratory-using personnel are required to attend this course at least once every three years.

The *Chemistry Building Safety Committee* is chaired by Dr Peter Traill (Pharmacy, 2026, ext 2200). You are encouraged to pass on suggestions regarding safety to Dr Smith or the postgraduate representative on the committee, Sam Karpiniec (room 306, level 3). Dr Greg Dicoski (phone 2166, room 403, Level 4) is the Chemistry Building Controller. Greg is also the School's Employee Safety Representative and for that reason all incident reports and workplace safety matters should be submitted directly to him.

A bi-monthly safety get-together is held in Hobart on the last Friday of every second month in the tearoom and you are required to attend and participate.

In the case of an emergency, follow the procedures in the *Hobart Campus Chemistry Building Safety Manual*.


Depending on the nature and time of the emergency

 phone the emergency services 0 000

 phone University Security

Hobart 7600

Launceston 3336

 contact

Hobart Dr Greg Dicinoski 2166 or

a Deputy Building Controller

Greg's after hours phone is 0407 410403

Launceston Mr Murray Frith 3831

Murray's after hours phone is 0417 153320

Smoking

Smoking is not permitted in any common-use area of any University building, e.g. corridors, lecture rooms, student rooms, libraries, laboratories and areas with air conditioning or mechanical ventilation. Thus, smoking is not permitted within the Chemistry Building or the Science Building, nor is it permitted on the roof of either building nor within 10 metres of the buildings.

Reporting

During your candidature you will be required to submit a Preliminary Research Plan and participate in the annual review process. More information and forms for these purposes are obtainable from <http://www.research.utas.edu.au/gr/forms/index.htm>

Preliminary Research Plan

Within the first three months (full time) or first six months (part time) of candidature, first year candidates are required to prepare for their supervisor and supervisory team a Preliminary Research Plan using the prescribed form.

Annual Review

All Research Higher Degree Candidates, including those who are full-time, part-time, or studying externally must participate in an annual review to ensure their continued enrolment in the following year. A brief report by the supervisor about any candidates on suspension is also required.

This annual review normally occurs about September each year and involves completion of the Annual Review Form and participation in a formal meeting between the student, the supervisor(s), Head of School and Postgraduate Coordinator. A preliminary, informal meeting with just the Postgraduate Coordinator can be held if needed.

Seminars

You are also required to present at least two research seminars to the School during your candidature. This includes an introductory seminar (20 min) during your first year of candidature (full time) or first two years (part time) and a final seminar (45 min) near the end of your

candidature. Dr Michael Breadmore (phone 2154, Room 432, level 4) will advise when this is required as the School of Chemistry seminar coordinator. You are also required to attend all regular seminars (Wed 12 noon during semester time, Room SB Chem329 aka Chemistry Lecture Theatre C2).

Opportunities for Teaching Experience

The School often recruits postgraduate students to assist with laboratory demonstrating in undergraduate laboratories, in particular for first year classes. Students interested in participating should see Dr Emily Hilder (semester 2, Hobart, room 410, Level 4) or Dr Trevor Lewis (Launceston) in the first instance. Opportunities to demonstrate to second or third year students also may also occur—consult with the unit coordinators.

Postgraduate Travel Allowances

School of Chemistry postgraduates are entitled to a School allowance of \$500 per candidature for conference-related travel, provided the person makes a presentation at the conference and that such travel conforms to University policy and is processed according to the School's administrative procedures.

University policies and procedures pertaining to travel are located at http://www.utas.edu.au/docs/fin_services/travel/index.html.

A summary of the above policies, together with appropriate School of Chemistry administrative procedures, is set out in the document entitled "University Policies and Procedures" on Holly at \\Holly\chusers\All\CHEM SCHOOL FORMS\Travel.

The appropriate forms are also available in this travel folder on Holly and are also available on the Financial Services and Business web site at http://www.utas.edu.au/docs/fin_services/travel.

Postgraduates who wish to apply for the allowance should make their intention known to their supervisors and reach agreement on conference attendance and available level of research account funding support.

The postgraduate's supervisor should then request approval in writing (email will suffice) from the Head of School.

Following approval the Head of School will advise the School's Office Manager who will process the allowance either in the form of a \$500 Travel Advance, Reimbursement Claim, or credit the nominated research account.

Postgraduates will be expected to expedite this process by timely provision of required documentation, (eg. Travel Diary, Payment Request Form and associated receipts) to the Office Manager as set out in the documentation referred to above.

Postgraduate End of Course Clearance Notice

Sample only—obtain the most recent version of “End of course clearance notice.doc” from Holly\ChUsers\All\CHEM SCHOOL FORMS\Other forms\

All research students are reminded that before they submit their thesis for printing in the School at the end of a course (Hons, MSc or PhD), the following steps must be taken before the thesis is submitted for binding.

Name: _____ **Student No:** _____

Current Degree Course: _____ **Supervisor:** _____

The above student has completed all experimental work for their degree, having given me all necessary laboratory notes and charts, apparatus, fully labelled research specimens, spectra, etc. which I require and safely labelled, stored or disposed of all chemicals (including gas cylinders) not required by me.

Supervisor: _____

AND HAS

Returned the Chemistry Building Access Card and all issued keys.

G Dicoski (Building Controller): _____

AND HAS

Returned all teaching equipment, glassware, quick-fit and thoroughly cleaned the laboratory bench, emptied all cupboards and disposed of all empty reagent bottles and rubbish from the teaching lab area.

Technical Officer: _____

AND HAS

Returned all tools to the workshops and cleared or cancelled all jobs that the supervisor does not require.

P Dove (Mechanical Workshop) _____

J Davis (Electronic Workshop) _____

M Brandon (Glass Workshop) _____

C Bruno (Network Access) _____

AND HAS

Returned the front door access card and all research lab and office keys.

Laboratory Manager: _____ Date: _____

School Secretary: _____ Date: _____

Student Signature: _____ Date: _____

Administrative Matters

Keys

Electronically access and complete the following forms:

Key Application Form.doc

After Hours Building Access Card Application.doc

These forms are obtainable from:

Holly\ChUsers\All\CHEM SCHOOL FORMS\Other forms\).

Obtain appropriate authorisation (and signatures) from your supervisor and the Head of School. Keys for office and other rooms as well as a proximity card (for after hours access to the building via the front entrance) are available from Dr Andrew Grosse (room 420, Level 4).

Notices and mail

Notices for the attention of students will be placed on the noticeboard on level 4, north of the stairwell, and incoming mail will be distributed at the mailboxes near the photocopy room (room 207A) on level 2.

Outgoing mail is placed in the mail-out tray in the photocopy room; this may be used for internal mail within the University, and official external mail (and personal mail provided that a stamp is affixed). The cost of all international mail and domestic parcels is recovered from research accounts so permission should be obtained from your supervisor.

Office services

In general, assistance cannot be provided with typing or other secretarial tasks. School of Chemistry stationery is not to be used for private purposes, but may be used for official purposes, e.g. relating directly to your research project.

The School does not supply office requisites such as pens, writing pads, folders, etc. See the School Receptionist in room 204A or the ACROSS Administrative Assistant in room 405 for the following:

- Overhead transparencies and computer disks
- Purchase of additional office supplies using research grants
- Purchase of photocopy cards

The facsimile machine (room 207A) has a logbook nearby, and a charge for faxes (\$2 per page within Australia, \$3 per page overseas) is levied to a research grant of your supervisor, so that your supervisor's permission is required.

Petty cash

You may make petty cash purchases (up to \$200) but they must be approved by your supervisor and the Head of School prior to the purchase of goods. A tax invoice should be obtained for all purchases where possible: it is essential to obtain one for purchases valued at \$55 or more. For reimbursement you will need to submit a receipt and a completed Petty Cash Claim Form to the Office Manager. Refunds may be refused if this procedure is not adhered to.

Items costing more than \$200 may only be purchased by your supervisor (using a University Business Card or University Purchase Order). Consult your supervisor for details.

Computing, word processing and library

Extensive computing and word processing facilities are available in the computer laboratory, level 3, and most research groups also have such facilities. Users of computing and network facilities provided by the University must be aware of and adhere to the conditions under which access is provided. Details are available from

<http://www.utas.edu.au/universitycouncil/legislation/polit.htm>

No charge is made to higher degree students for the use of the computers and laser printers for work associated with research. Try to minimise the amount of printing done and the paper consumed. The use of printers is monitored.

For computing support issues, contact your supervisor and/or the lab manager.

University e-mail accounts are automatically created when a person first enrolls or is appointed to the staff. Your e-mail pop account and password are printed on your Enrolment Statement & Fees Invoice.

An introduction to the facilities available to undertake on-line computer literature searches will be provided by library staff on request. The program *SciFinder* that allows access to *Chemical Abstracts* is of particular value to chemists.

Photocopying

Photocopiers are operated on a cost recovery basis by using a E.K.C. access number with charges being directed to your research account. E.K.C. access numbers (department ID and password) are available from the Office Manager, and you should consult your supervisor regarding the extent to which you use the facilities. There are two E.K.C. operated photocopiers (one each on Levels 2 and 4).

Telephones

Telephones in postgraduate student areas provide access to all internal telephones within the University, and to the local telephone area. For external local calls the prefix "0" is required and thus emergency calls are "0-000". The cost of external calls is recovered from your supervisor's account.

Public telephones are in the Hobart Student Union Building.

Laboratory Requisitions and Related Activities

Laboratory coats

These may be purchased at the Hobart campus Union Shop (see Safety Manual).

Safety glasses

Safety glasses may be purchased from the Hobart Chemistry Consumables (Bulk) Store.

Chemicals and equipment items

Bulk store

Requisitions for material from the bulk store can be submitted using a store requisition form. You should consult your supervisor regarding account numbers and procedures. These procedures may vary between groups.

Before submitting a chemical requisition you should:

- Check that the chemical is in stock via the web
<http://holly-hbt.chem.utas.edu.au:591>
- Obtain an MSDS and complete the relevant Hazardous Substance and Task Risk Assessments and obtain the reference numbers (see the Safety Manual).

Requisitions: The relevant blank forms (“Chemical/Equipment Request Form.xls”) may be obtained from:

Holly\ChUsers\All\CHEM SCHOOL FORMS\Other forms\Chemistry Store Forms\

Place the completed form in the metal letterbox outside room 125A.

You will be contacted by e-mail when the item is ready or if there is a problem with the request. The collection points are the cabinets adjacent to room 126.

External purchases

Items not supplied from within the School may be ordered electronically or via paper. In the former case submit the order details as an e-mail directly to your supervisor or to M.Frith@utas.edu.au. You should consult your supervisor regarding account numbers and procedures before ordering any item. These procedures may vary between groups.

Purchases of hazardous chemicals **must be authorised by your supervisor** and be accompanied by a relevant Hazardous Substance Risk Assessment reference number. You will be notified by e-mail when items arrive. Remember that a Task Risk Assessment number is required to receive the chemicals after they arrive into the store.

Store and stock containers

Empty Chemistry Store stock and solvent bottles and containers should be returned to the store as soon as possible so they can be refilled. Please leave these adjacent to the exit door 28 on level 1.

Store hours

Service will normally be from 11.30 a.m. to 1.00 p.m., depending on technician's laboratory commitments.

Chemical and stock databases

Items held in the School of Chemistry are listed on appropriate databases. Availability checks can be made via the web address:

<http://holly-hbt.chem.utas.edu.au:591>

General Staff

During your candidature you will frequently require the assistance of general staff (both Chemistry and CSL). The general staff are listed below, together with those parts of their activities that are likely to be of most value to postgraduate students.

Kerrie-Ann Berger, (room 204A, ph 2121, K.Berger@utas.edu.au)
School Receptionist.

Jarrold Coad (room 216, ph 2153/2164, Jarrod.Coad@utas.edu.au)
Level 2 teaching laboratory
Level 1 Bulk and Chemical Stores

Andrew Grosse (room 420, ph 21842153/2164, A.Grosse@utas.edu.au)
Inventory and stock items, including data on chemicals.
Instructions in the use of instruments in teaching laboratories, Level 4.

Keys and after-hours access cards.

John Davis (CSL, room 106, ph 2149, John.Davis@utas.edu.au)
Electrical and electronic work.

Peter Dove (CSL, room 112, ph 2151, Peter.Dove@utas.edu.au)
All mechanical workshop requirements, design and fabrication of equipment.

Murray Frith (room 202, ph 2147, M.Frith@utas.edu.au)
Laboratory Manager and Purchasing.

Marc Guijt (room 405, ph 2163, Marcus.Guijt@utas.edu.au)
ACROSS Administrative Assistant

Graham Meredith (room 313, ph 2168, Graham.Meredith@utas.edu.au)
Instructions in the use of instruments in teaching laboratories, Level 3.

Paul Waller (CSL, room 106, ph 2149, Paul.Waller@utas.edu.au)
Electrical and electronic work.

Julie Wills, (room 203, ph 7886, Julie.Wills@utas.edu.au)
Office Manager.

Administrative Matters

Keys

Keys and electronic access cards for office and laboratories are available from security by application via the Laboratory Manager (Murray Frith, room 27-313).

Notices and mail

Incoming mail will be distributed at the mailboxes next to the photocopiers on level 3. Outgoing mail is placed in the mail-out tray in the secretary's office (room 27-306); this may be used for internal mail within the University, and official external mail (and personal mail provided that a stamp is affixed).

Office services

In general, assistance cannot be provided with typing or other secretarial tasks. School of Chemistry stationery is not to be used for private purposes, but may be used for official purposes, e.g. relating directly to your research project.

The School does not supply office requisites such as pens, writing pads, folders, etc. Overhead transparencies and computer disks may be obtained from the Laboratory Manager. Any additional items may be purchased from the Laboratory Manager using research grants.

The facsimile machine is located in room 27-306 and your supervisor's permission must be gained prior to sending faxes.

Petty cash

You may make petty cash purchases (up to \$200) but they must be approved by your supervisor and the Laboratory Manager prior to the purchase of goods. A tax invoice is required for purchases valued at \$55 or more. You should try to obtain a tax invoice for all purchases regardless of the value. For reimbursement you will need to submit a receipt and a completed Petty Cash Claim Form to the Laboratory Manager. Refunds may be refused if this procedure is not adhered to.

Items costing more than \$200 may only be purchased by your supervisor (using a University Business Card or University Purchase Order). Consult your supervisor for details.

Computing, word processing and library

No charge is made to higher degree students for the use of the computers and laser printers for work associated with research. Try to minimise the amount of printing done and the paper consumed. The use of the printers is monitored.

Electronic mail is available to communicate with persons and organisations around the world. Students requiring this service should contact Murray Frith

room 27-313, ext 3831 e-mail: M.Frith.@utas.edu.au

Murray will establish an electronic mail facility for you and provide basic instruction in the mailing program 'Eudora'. Use of this facility is attractive because it is quick, cost-free and convenient, and also allows the transfer of documents.

An introduction to the facilities available to undertake on-line computer literature searches will be provided by library staff on request. The program *SciFinder* that allows access to *Chemical Abstracts* is of particular value to chemists. Contact Cherie Holmes (ext 3361, e-mail : Cherie.Holmes@utas.edu.au).

Photocopying

Photocopiers are operated on a cost recovery basis by using a E.K.C. access number with charges being directed to your research account. A E.K.C. access number is available from the Laboratory Manager), and you should consult your supervisor regarding the extent to which you use the facilities. There is one E.K.C. operated photocopier (directly adjacent to the mailboxes on Level 3).

Telephones

Telephones in postgraduate student areas provide access to all internal telephones within the University, and to the local telephone area. For local calls, the prefix is "0" and emergency calls are thus "0-000". Public telephones are in the Launceston Student Association Building.

Laboratory Requisitions and Related Activities

Laboratory coats

These may be purchased at the Launceston Bookshop (see Safety Manual).

Safety glasses

Safety glasses may be purchased from the Launceston Bookshop.

Chemicals and equipment items

Chemicals and equipment can be obtained from the store, but must be signed for on the appropriate forms in the store and the prep room for inventory and charging purposes. Purchases of hazardous chemicals must be authorised by your supervisor and be accompanied by a relevant Hazardous Substance Risk Assessment reference number.

General Staff

During your candidature you will frequently require the assistance of general staff. The general staff are listed below, together with those parts of their activities that are likely to be of most value to postgraduate students.

Murray Frith (room 27-313, ph 3831/2147, M.Frith@utas.edu.au)
Laboratory Manager, purchasing and instrument assistance.

Kym Knights (room 27-115, ph 3832, Kym.Knights@utas.edu.au)
Chemicals and equipment, including MSDS information on chemicals.

Barclay Sayer (room 27-115, ph 3832, Barclay.Sayer@utas.edu.au)
Chemicals and equipment, including MSDS information on chemicals.