

500 MHz NMR Lab Protocols and Procedures Policy: Version 2013-11-1

This policy is intended to ensure that all users of the University of Lethbridge 500 MHz NMR facility are aware of some basic rules which will help to ensure the longevity of this facility, reduce the occurrence of costly repairs, and ensure that the majority of users have access to the instrument when needed.

General

1. All users must have WHMIS training and provide the manager with a photocopy of their WHMIS certificate before using the 500 MHz NMR facility.
2. No food or drink is allowed inside of the NMR laboratory; however food and drink is allowed in the control room but must be kept away from all electronics
3. You pack out what you packed in! ie. The control room (EP1301) is not a storage facility and all items brought into the facility by a user must be taken out of the facility when they leave. This ensures a clean and tidy work space for all users.
4. All users agree to follow the working alone policy for the Magnetic Resonance Facility.

Booking

1. All users can view the magnets schedule over the next three months on the facilities website: <http://www.uleth.ca/artsci/magnetic-resonance/booking> All users must submit a request to book any available time using the online web-form submission found here: <http://www.uleth.ca/artsci/magnetic-resonance/500-mhz-request-time>
2. A user's session on the magnet begins at 10 AM on the first day they have booked and ends at 10 AM on the morning after their last booked day.
3. A user must ensure that all experiments have been saved in their directory and closed by the end of their session. The only experiments that should be left open are 1, 1000, 2000, 3000, and 4000 as these are the main and reference experiments.

Facility Usage

1. For facility rotors, the rotor usage logs must be used in all cases. Users must indicate the serial number of the rotor they packed, the dates they packed and unpacked the rotor, the material which was packed in the rotor, and how many days the rotor was used in the magnet.
2. If a user is packing a facility rotor this rotor must be unpacked by the end of the user's session. In addition, facility rotors should NEVER leave the NMR lab.
Exceptions to this rule will only be granted with special permission from the Manager.
3. All rotors must be packed in accordance with the proper rotor packing procedures, which can be found on the wall behind the packing station.

4. The packing station must be kept clean and organized at all times.
5. All samples that a user wishes to leave in the NMR laboratory must be stored in that user's specific storage box and must be clearly labeled. The maintenance and cleanliness of these storage boxes are the responsibility of the user and not the Manager.
6. The user must make all required power measurements for each probe and record these in the correct log book before proceeding with any of their experiments. These measurements must not exceed the specifications for the probe.
7. The powers used for any form of CW decoupling MUST NOT exceed $\frac{1}{2}$ of the 90 degree power measurement for the nuclei being decoupled.
8. A user will not perform any experiment or hardware work without proper training AND direct permission from the manager.
9. Users who wish to make use of the glove bag in EP1301 should receive direct approval from the NMR Facility Manager before any use of the glove bag.
10. When in doubt, DO NOTHING and find the manager to ask for help.
11. Any individual who intentionally violates any of the aforementioned rules is subject to:
1st Violation: A written warning detailing the offence will be sent to the individual and their Supervisor.
2nd Violation: The individual will be suspended from the facility until an appropriate reprimand is agreed upon by the chair, the manager, and the supervisor.
3rd Violation: The individual will be permanently suspended from the facility.

Thank-you for your cooperation!

Any questions or concerns may be directed to the NMR Facility Manager.

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Confirmation of Compliance

The *policy* referred to below is intended to ensure that all users of the University of Lethbridge 500 MHz NMR facility are aware of some basic rules which will help to ensure the longevity of this facility, reduce the occurrence of costly repairs, and ensure that the majority of users have access to the instrument when needed. The version of the NMR policy to which compliance is indicated is specified below (*Policy is subject to revision at any time and will be reviewed at the least once per year.*)

Agreement to Comply with the 500 MHz NMR Policies

This certifies that I have read, understood and am willing to comply with the 500 MHz NMR Policies in their entirety. I also understand that it is my responsibility to ensure all individuals under my supervision comply with these policies.

Name (Printed): _____

UofL ID #: _____

Signature: _____

Date: _____

Policy version updated: November 1, 2013