

User Guidelines

for the
NMR Spectrometers
and
Departmental Computers

It Is the Policy of the Chemistry Department:

That users of either the NMR spectrometers or the departmental computers have a current account on the university computer system.

That each user of the NMR spectrometers has their own account and that they are trained by Dr. Wheeler. If you are using an NMR and do not have an account, see Dr. Wheeler to get one.

That each user of the departmental computers in PS-310 has their own account and that they are trained by Dr. Wheeler. If you are using the department computers and do not have an account, see Dr. Wheeler to get one.

That it is the **USERS RESPONSIBILITY** to report problems with the equipment in a timely manner. We cannot solve a problem with the equipment if a problem is never reported. Solving a problem that happened yesterday can also be very difficult.

That we have NOT authorized users to “reboot” the equipment. If you think, that your problem is bad enough to require restarting the equipment, you need to do the following. (1) Enter a brief statement of the problem in the logbook. (2) Contact either myself or another person authorized to help you with the problem. We are sorry if this is an inconvenience to you, see the previous item.

Who to Contact When You Have a Problem

If you are having a problem with an NMR, the following people can be contacted (in the order given). **NOTE:** These are the only people permitted to restart an instrument. Please try to find someone around the department before calling people at home.

Name	Room	Office	Home
Dr. Doug Wheeler	PS-425, 310, 9, 13	766-2093	721-4778
Dr. Dean Roddick	PS-418	766-2535	
Dr. “Arul” Arulsamy	PS-417	766-4320	

Additional Guidelines for NMR Users

Instrument Time Is Allocated as Follows

August 31, 2006

Bruker Avance DRX-400:

Monday, Wednesday and Friday	
8am - 1pm	No sign up. First come first served. Delays to other users should not exceed 20 minutes.
1pm - 5pm	Sign up after 8:00 am on the same day for a maximum of 40 minutes (two 20 minute time slots) per user.
5pm - 7pm	Schedule up to one day in advance for a maximum of two hours (six 20 minute time slots) per user.
7pm - 10pm	Sign up after 4:00 pm on the same day for a maximum of 40 minutes (two 20 minute time slots) per user.
10pm - 8am	Schedule up to one day in advance for overnight runs for a maximum of 10 hours. Two nights per week, per group, maximum.

Tuesday and Thursday	
8am - 5pm	Special projects that require assistance such as ^{31}P , low temp, etc.
5pm - 8am	The same as the Monday, Wednesday, and Friday schedules.

Saturday and Sunday	
12am-12pm	Extended use. Schedule up to one week ahead of time. A maximum of 24 hours per user without prior approval.

For All Instruments

Wednesday from 9am - 12noon is reserved for routine maintenance. We have prohibited scheduling across time periods (example, 4:20-5:00pm + 5:00-7:00pm). Unscheduled time defaults to first come first served. Experiments that require more time than can be scheduled above may still be run, but they will need to be scheduled at least one week ahead of time.

File Storage

Users are responsible for archiving any data important to them. Users may store their data on the disk for 30 days. Any data older than 30 days is subject to deletion.

Training

Graduate students, faculty and postdoctoral associates in the Chemistry Department and appropriate staff may be trained as independent operators of the NMR. New and continuing users should see Dr. Wheeler for training.

Announcements

The status of the instruments will be posted in the NMR rooms (PS 9 & 13). It is the operator's responsibility to keep up to date.

Use Common Sense

Be considerate. There are a lot of users on these instruments. If there are any questions, problems, suggestions or complaints, please feel free to discuss them with Dr. Wheeler.