

300 MHz NMR Lab Protocols and Procedures Policy

This policy is intended to ensure that all users of the University of Lethbridge 300 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 300 MHz NMR facility.
2. No food or drink is allowed inside the Magnet Lab SA6216.
3. You pack out what you packed in! The magnetic resonance facility is not a storage facility and all items brought in by a user must be taken out when they leave.
4. All users agree to follow the working alone policy for the Magnetic Resonance Facility.

Booking

1. All approved users can view the magnet's schedule online by logging onto our *faces* group (ulethnmr) at: <http://faces.crc.uga.edu/>. This site **MUST** be used to book all usage of the NMR instrument, and use of the instrument without booking is **NOT ALLOWED**.
2. The instrument is divided up into **15-minute** time slots in both peak and non-peak hours.
3. The peak hours are split into three different types of time slots: (1) time slots reserved for experiments requiring 30 minutes or less; (2) time slots for experiments requiring 30 minutes to 2 hours; (3) time slots for experiments requiring 30 minutes to 4 hours. The break-down of peak time into these three types of time slots can be found on page 3 of this document.
4. Rules for Non-Peak hour usage:
 - (i) The spectrometer may be reserved for experiments which require any amount of time to run. However, runs requiring less than 1 hour of time must be booked **no more** than 16 hours in advance.
 - (ii) During non-peak hours each user is restricted to a **MAXIMUM** of two time slots that are more than 4 hours in length per week.
5. Rules for Peak hour usage:
 - (i) A maximum of two consecutive 15 minute time slots can be booked during the peak hours which are reserved for time slots that are 30 minutes or less.
 - (ii) A maximum of 8 (2 hours) and a minimum of 2 (30 minutes) consecutive 15-minute time slots can be booked during the peak hours which are reserved for time slots that are 30 minutes to 2 hours.
 - (iii) A maximum of 16 (4 hours) and a minimum of 2 (30 minutes) consecutive 15-minute time slots can be booked during the peak hours which are reserved for time slots that are 30 minutes to 4 hours.
 - (iv) Time slots that are 30 minutes and under **MUST NOT** be booked more than 7 days in advance.
 - (v) Users must wait a minimum of 30 minutes to book the spectrometer again after booking a time slot that is 1 hour or less in length.
 - (vi) During peak hours each user is restricted to a **MAXIMUM** of two time slots that are more than 2 hours in length per week.
 - (vii) Booking of the instrument more than 2 weeks in advance during peak hours is **prohibited**.

6. General Rules for both Peak and Non-Peak Hour usage:
 - (i) Back to back booking of the spectrometer by the same user is strictly prohibited.
 - (ii) If a user books a time block longer than one 15 minute slot and does not use all of their time they **MUST** release the slots that they have not used. This can be done by logging back on to *faces* and deleting your appointment. When you attempt to delete your appointment *faces* will automatically delete any 15-minute slots of your booking which are in the future.
 - (iii) All bookings during peak and non-peak hours are forfeited if the user arrives more than 5 minutes late. If a user is going to be late for a booking during non-peak hours they should log on to *faces*, delete their appointment, and rebook the spectrometer for the time they will be arriving.
7. Instructors are permitted to use the instrument for durations in excess of 2 hours during peak hours for the purpose of regularly scheduled courses. These sessions must be booked at least 7 days in advance.
8. Exceptional instances, which require a user to book the spectrometer outside of these rules, will be considered on a case by case basis by the NMR facility manager and require at least 7 days notice. Requests to use the instrument outside of normal rules should be submitted online at:
<http://www.uleth.ca/artsci/magnetic-resonance/request-time-exception>

Facility Usage

1. All users must be trained in **standard operating procedures** by an approved trainer and should only carry out the experiments that they have been approved to do. This means that users **MAY NOT** train other users!
2. The Regulators on the wall of the lab and inside the console **SHOULD NOT** be touched or adjusted by any user. If you notice that the regulator on the wall reads less than 90 psi report this to the facility manager immediately.
3. The dust cap for the top stack of the instrument **MUST** be placed on the instrument following every use of the instrument.
4. If you are unsure of what you are doing **STOP, DO NOTHING**, and ask an appropriately trained user or trainer for help. (Users who detect other users incapable of performing standard operating procedures must report this to the NMR facility manager immediately.)
5. Under **NO** circumstances should a user adjust or modify pulse powers (ex. p11) or durations (ex. p1). This can lead to probe arcing and results in a very costly probe repair/replacement.
6. Every sample (NMR tube) **MUST** be properly labeled and **REMOVED** from the lab after your session. The only exceptions to this rule will be samples prepared as standards for the facility and will require approval by the facility manager.
7. All problems with the NMR spectrometer **MUST** be reported to the manager immediately.
8. The NMR Lab must always be kept clean and organized.

Time Schedule and Break-down for the 300 MHz NMR Spectrometer

Peak and Non-Peak Hour Breakdown

Time	Monday - Friday	Saturday	Sunday
8AM – 10AM	Peak Hours.	Non-Peak Hours	Non-Peak Hours
10AM – 2PM	Peak Hours	Peak Hours	
2PM-8PM	Peak Hours	Non-Peak Hours	
8PM-7:59AM (Overnight)	Non-Peak Hours		

Peak Hour Breakdown

Time	Tuesday and Thursday	Monday, Wednesday, Friday	Saturday
8AM – 10AM	30-minute to 4-hour Runs	30-minute to 2 hour Runs	Non-Peak Hours
10AM-12PM		30-minute or less runs	
12PM – 2PM	30-minute or less runs	30-minute to 2 hour Runs	
2PM – 4PM		30-minute or less runs	Non-Peak Hours
4PM – 6PM		30-minute to 2 hour Runs	
6PM – 8PM	30-minute to 4-hour Runs	30-minute or less runs	

Any individual who violates any of the aforementioned rules is subject to:

- 1st Violation: A verbal warning from the manager to the individual
- 2nd Violation: A written warning detailing the offence will be sent to the individual and their Supervisor.
- 3rd Violation: The individual will be suspended from the facility until an appropriate reprimand is agreed upon by both the chair and manager and this reprimand is carried out.
- 4th Violation: The individual will be permanently suspended from the facility.

Failure to show up for booked instrument time is treated more harshly. All No-shows for scheduled bookings will be treated with a one-warning system. The first no-show will result in a written warning to the user and their supervisor. The second no-show will result in the user being banned from the instrument for a period of two weeks.

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 facility policy is intended to ensure that all users of the University of Lethbridge 300 MHz NMR facility are aware of some basic rules which will help to ensure the longevity of the facility, reduce the occurrence of costly repairs, and ensure that the majority of users have access to the instrument when needed. This Policy is subject to revision at any time and will be reviewed at the least once per year. All users will be notified of changes via email and the new policy will be posted on the facility website. Any user who agrees to comply with this policy also agrees to comply with any future changes in the policy.

Agreement to Comply with the 300 MHz NMR Policies

This certifies that I have read, understood and am willing to comply with the 300 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: _____