MSU-NMR Facility Policies

❖ **Training:**
Contact Dr. Xu Xue (Dr. Snow) to set up a training session for the NMR instruments. Users must complete their training before access to the instruments is allowed. Once training is completed, the user will be issued a login to the Faces Scheduling System.

❖ **Instrument Malfunction:**
Notify Dr. Snow immediately if you suspect an instrument malfunction. **DO NOT try to fix it yourself.** In case of an unexpected power outage, do not attempt to turn on or turn off either the computer or the console. If a serious problem occurs (ex. a broken NMR tube in the magnet), leave a note on the keyboard to prevent further use by others. Alert Dr. Snow via email if she is not in her office. Dr. Snow will inform everyone if there is an instrument failure that cannot be quickly resolved. If you do not see her working on it, she is either teaching or contacting Bruker to work on the issue.

❖ **Data Transfer:**
Students can use the “WinSCP” program to login to the NMR computers and access data from their labs. Email Dr. Snow for instructions: snow@chemistry.msstate.edu.

❖ **Time Reservation:**
Anyone wishing to schedule a time to use the NMR must use his or her account to reserve time through the Faces Scheduling System. Please email Dr. Snow to request an account.

Please see allowed times below:

**300 NMR:**
6:00 am – 9:00 am: Walk-on time; no reservation needed. First come, first served.
9:00 am – 7:00 pm: Maximum **30 minutes** reservation;
7:00 pm – 6:00 am: overnight experiment, no maximum time limit;
(Overnight experiment should finish before 6:00 am, users can leave a note if they cannot show up at 6 AM to pick their NMR tube).
Sunday: Reservation for long experiments, no maximum time limit.

**500 NMR**
6:00 am – 9:00 am: Walk-on time; no reservation needed. First come, first served.
9:00 am – 7:00 pm: Maximum **60 minutes** reservation;
7:00 pm – 6:00 am: overnight experiment, no maximum time limit;
(Overnight experiment should finish before 6:00 am, users can leave a note if they cannot show up at 6 AM to pick their NMR tube).
Sunday: Reservation for long experiments, no maximum time limit.

**600 NMR:**
Reservation for long experiments, no maximum time limit.
Dr. Fitzkee’s group set up experiments that last for several days but they will reserve time on faces each time they use the instrument.
All users are welcome to use 600 NMR, if nothing is reserved 24 hours in advance.

If you need to run longer experiment during daytime, for example, VT NMR experiment, contact Dr. Snow for reservations.

❖ **NMR tube pickup:**
1. All NMR tubes must be labeled.
2. All NMR samples must be collected within **72 hours** of the experiment associated with that sample being run.

❖ **Penalties for Reservation Rule Violation:**
Reserve only the time you are sure you need. Cancellations should be made as early as possible. Users who do not show in the first 15 mins of their reservation and not cancel that reservation will be counted as a reservation rule violation.
1st violation: An email warning, Cc’d to the PI.
2nd violation: User’s NMR account will be suspended for 2 weeks.
3rd violation: Suspended indefinitely.

❖ **NMR lab rules:**
1. No food or drink is allowed in the NMR lab.
2. Always clean up after yourself. The NMR room is a chemistry lab, so all laboratory safety rules apply.
3. **Sign in the logbook** before you start the experiment.
4. Make sure that the NMR tube fits properly into the spinner, the tube that does not fit properly (loose/tight) is not allowed.
5. The user running an overnight experiment is responsible for exiting the NMR session properly: removing the sample, signing in the logbook, and keeping the instrument ready for the next user.
6. Please remove your reservation if you finish early.
7. For the night experiment, only reserve the time needed.

❖ **Penalties for Instrument Misuse:**

1st offense:
- Retraining on the instrument;
- User’s advisor will be notified;
- Assist with repairs or cleaning.

2nd offense:
- Suspended from the instrument for 3 months;
- Retraining on the instrument after 3 months with advisor present.

3rd offense:
- Suspended indefinitely from the instrument;
- Users will have to get someone else to run their samples.