

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 which cannot be quickly resolved. If you do not see her working on it, she is either teaching or contacting Bruker to work the issue.

❖ **Data Transfer:**

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

❖ **Time Reservation:**

Anyone wishing to schedule time to use the NMR must reserve time through the Faces Scheduling System. Please email Dr. Snow to request an account.

Please see allowed times below:

9:00 am – 1:00 pm: Maximum **30 minutes** reservation

1:00 pm – 3:00 pm: Walk-in time; Maximum **15 minutes** if someone is waiting

3:00 pm – 5:00 pm: Maximum **30 minutes** reservation

5:00 pm – 7:00 pm: **1 hour** reservation

7:00 pm – 9:00 am: Reservation for long experiments, no maximum time limit.

❖ **Availability:**

Dr. Nick Fitzkee or his group members occasionally run prolonged experiments on the 600 MHz NMR. He will use Faces Scheduling System to notify every one of the scheduled experiment. If the 300 MHz is down for an extended period of time, the 600 MHz will then be available to everyone, apart from the 500MHz instrument. Dr. Snow and Dr. Fitzkee will work together to ensure everyone is happy and receives time on the instruments.

❖ **Systems Backup:**

Dr. Snow will back up all the instruments once a week. If a hard drive is attached to the computer **DO NOT** remove it as the backup is in progress. A sign will be posted during backups. The instruments can be used during this process and *it is strongly recommended that each user save their data to their lab or personal computers weekly.*

❖ **NMR lab rules:**

No food or drink is allowed in the NMR lab. If you are caught with either, your NMR privileges will be taken away. Always clean up after yourself. The NMR room is a chemistry lab, so all laboratory safety rules apply.

❖ **Note:**

1. If a user is not at the instrument within ten minutes of his/her scheduled time, that person forfeits his/her time slot and must reserve a new time slot. Do not exceed the time limit.
2. Please make sure to sign in the logbook when you use the instrument.
3. Make sure that the NMR tube fits properly into the spinner, NMR tube that does not fit properly(loose/tight) is not allowed.
4. User running overnight experiment is responsible for exiting the NMR session properly: removing the sample, signing in the log book and keeping the instrument ready for the next user.

Warning: If you do not abide by these policies, you may lose access to the NMR.