

Mississippi State University – Chemistry Department – Instrument Policies

NMR: Training requests for the NMR Lab should be sent to Dr. Xue “Snow” Xu (snow@chemistry.msstate.edu). Policies regarding NMR use and scheduling can be found online at <http://chemistry.msstate.edu/facilities/nmr>.

X-Ray: The X-Ray faculty scheduling (queue) is posted outside of Hand Lab 2229. The department crystallographer is Bruno Donnadiou (bdonnadiou@chemistry.msstate.edu). Please contact him if you wish to screen or run a crystal on the x-ray diffractometer.

Other Training: Emails should be sent to Dr. Sean Stokes (sstokes@chemistry.msstate.edu) for training on instruments in the Curie Lab or Mass Spec Lab. If you have not completed the appropriate training on the instrument that you wish to use, the operation of the instrument will be handled by one of the department technicians (if possible). If you intend to run samples regularly on an instrument, training on that instrument is mandatory. When a user has been properly trained, they will be given login information for the instrument and may use it whenever they choose.

Scheduling: All of the instruments in the Curie Lab and Mass Spec Lab operate on a “first-come, first-serve” basis so if someone is using an instrument you will have to wait your turn. Undergraduate teaching labs may reserve time in advance for instrumentation; their scheduling will have priority over research lab scheduling unless there are some extenuating circumstances.

Logbooks: Every instrument has a logbook and must be signed whenever the instrument is used. The logbook entry must contain the name or Net ID of the user, their research professor, the account to be charged, and the amount of time spent on the instrument. All logbook entries should be written legibly, so others can read it. Logbook negligence by a user will not be tolerated, and repeat offenses will result in the removal of instrument privileges.

Repair/Maintenance: All instruments have a certain maintenance schedule that must be upheld in order to keep the instruments functional and have a healthy lifespan. Users will be notified via email if an instrument is down for repair or maintenance for a significant amount of time.

Consumables: Many of the instruments use consumables such as carrier gases, solvents, calibration solutions, lamps, etc. which are included as part of the usage fee. However, if there is a specialty item that has to be ordered, it will be at the user’s or PI’s expense. If one of the common consumables is running low, please notify Dr. Stokes immediately.

Clean-up: All instruments and their workstations must be cleaned after use. There should be no vials, Kim wipes, pipets, solutions, syringes, scratch paper, etc. remaining at a workstation when an instrument is not in use. Debris left at a workstation constitutes misuse of instrumentation. If an instrument is left dirty (for example, the HRMS, GC-MS, or LC-MS), this constitutes misuse of instrumentation as well.

Damage/Misuse of Instrumentation: Any damage to departmental instruments needs to be reported to Dr. Stokes immediately (Office: Hand Lab 1136; Phone: (662)325-0174; Email: sstokes@chemistry.msstate.edu), so the issue can be resolved as quickly as possible. Prolonged instrument downtime is unacceptable due to user neglect. If a problem is reported in a timely manner, the problem will be fixed and no additional action will be taken. If an instrument has been repeatedly misused by a user or if a user does not report a problem that they have noticed or have caused themselves, the following actions will be taken:

1st offense: Mandatory retraining on the instrument, the user’s advisor being informed of the issue, and assist with the repairs or cleaning if necessary.

2nd offense: Suspended from the instrument for three months and mandatory retraining on the instrument with the user’s advisor present (to occur after the suspension).

3rd offense: Suspended indefinitely from instrument usage, and the user will have to get someone else to run their samples for them.