

## **UNT NMR Lab Policy**

### **Training and Instrument Access**

The NMR spectrometers are accessible only to anyone who is properly trained and checked out by a NMR staff member, no exceptions. New NMR users should have their research advisor sign a training request form and bring it to a NMR staff member before the training can begin. In general, NMR lab staff will not run routine NMR acquisition for users.

The users who want to use the Varian 400 MHz spectrometer should contact Darrell Mayberry (darrell.mayberry@gmail.com, room 365, phone: (940) 565 – 5752 ) for training.

The users who want to use Varian 500 NMR MHz spectrometer should contact Dr. Hongjun Pan ([hpan@unt.edu](mailto:hpan@unt.edu), room 112, phone: (940)-565-3555) for training. No variable temperature (VT) experiments are allowed without prior training. It is required that new users practice the VNMRJ software on an offline work station and demonstrate their ability to process the NMR data before instrument training can begin. Under normal situations, NMR lab staff will respond to the training request within 48 hours.

### **Reservations**

The spectrometers are accessed by first come first serve basis through web reservation system (<http://faces.crc.uga.edu>). If you are 5 minute late for your reservation, you automatically lose that reservation and is then treated as free open period that anyone can take it. You can make a special request to the NMR staff to hold the reservation for you.

If reservations are no longer needed, users should delete their unused reservations as early as possible. This allows other users to reserve the unused time.

If the instrument is idle, any user may use it, without a reservation. However, once it overlaps and reserved time, the user must surrender the instrument, or work out a compromise at the discretion of the users.

### **Limited access time during the working hours (9 am to 5 pm)**

Users can only reserve maximum 2 hours during 9 am to 5 pm. Any longer experiments should be run during after hours and weekends. Special requests for longer experiments during the working hours will be handled individually.

### **Offline data processing, data transfer and safety**

Due the heavy use of the spectrometers, we encourage users to process data on the offline data processing workstation in the NMR room. This frees up the instrument for running other samples.

NMR lab is not responsible for data loss in any situation. Users are fully responsible for their data safety. Users should transfer data to the offline workstation and their office computers and saved in a proper place.

Users should delete their data from NMR spectrometer computer and offline work station periodically. NMR staffs have the right to delete any data at any time if it is

necessary. Full hard drives and data memory slow down the system and can affect the experiment.

### **Broken tubes**

If you break a NMR tube inside the probe, you should notify a NMR staff member immediately and leave a note on the keyboard saying “Broken tube, do not use it until further notice”. Provide the detailed information about the chemicals (name, structure, toxicity, solvent) and suggestion for cleaning it.

If the tube is broken at outside the magnet, you are responsible to clean the mess, remove the broken glass.

### **Record your usage**

Every user should record his/her usage and problems occurred in the experiments on the log book besides the computer and report to NMR staff members of problems.