

## Sign Up Rules

1. Trained users could make reservations on the spectrometers via iLab, and use the kiosk feature to start, end, or extend your time.
2. The 400 MHz system Meagan, is reserved exclusively for the Hoveyda group.
3. Time allowances:

<u>Spectrometer</u>	<u>Mondays - Saturdays</u>		<u>Sundays</u>	
	<u>Day Queue</u>	<u>Night Queue</u>	<u>Day Queue</u>	<u>Night Queue</u>
<b>Boylan (600 MHz)</b>	8 am - 8 pm (20 minutes max)	8 pm - 8 am	Unlimited	
<b>Tomoya (Varian 500)</b>	8 am - midnight (20 minutes max)	Midnight - 8 am	No change	
<b>Shoshana (Prodigy 500)</b>	10 am - 4 pm (30 minutes max)	4 pm - 10 am (autosampler)	Unlimited: autosampler	
<b>William (Autosampler)</b>	8 am - 10 pm (30 minutes max)	10 pm - 8 am	No change	10 pm - 10 am Saturday night to Sunday morning

4. Future reservations should be made **ONLY one day in advance** (meaning any time past midnight on the previous day).
5. Do not simultaneously sign up for multiple spectrometers for overnight use. In urgent cases (e.g., publication crunch) please speak to the Director.
6. Always contact the MRC staff via email to set up EPR reservations.

### Specific Rules for William

1. **Stay away** from the silver nitrogen and helium transfer lines
2. Sample tubes must be **shorter than the red lever (which should never be touched!)** on the sample case
3. Use the **blue button** to move your sample from directly under the insert tube to safely remove it
4. Be aware of the meaning of different LED colors on the system
5. **Do NOT** remotely change the name or location of your experiment folder after submission; **this would stop the spectrometer!**
6. Always sign in/out of the logbook; delete completed (yellow) experiments in the slot before submitting yours, and use iLab to reserve overnight sessions
7. Schedule experiments on IconNMR only for overnight runs
8. Never remove already scheduled samples (pink)
9. Use the rack to store other users' samples removed from the carousel
10. Unclaimed NMR tubes will be routinely discarded

## **Safety & Etiquette**

1. No food or drinks in the NMR lab
2. Make sure that eject air is on before loading a sample into the magnet
3. Use the ladders, and **do not touch the magnets**
4. Do not drop the spinner; handle it properly (we do not spin during acquisition)
5. Samples should be 600  $\mu$ L in clean 5 mm NMR tubes, centered on depth gauge
6. Low volumes will heat up shim coils, especially on Shoshana
7. Do not overwhelm the software with multiple simultaneous commands
8. Pause and restart kiosk session if monitor suddenly goes dark
9. Stop experiment and exit software before logging out
10. Know how to transfer files, and use Mestrenova for data processing
11. Never unplug or restart any electronics in the lab; inform the staff of any issues
12. Immediately inform the MRC staff if any accidents occur; know where the glass waste, duster, and pan are located
13. Do not destroy public property in the lab
14. Minimize noise in the lab and respect fellow users
15. Violations of the rules will result first in a warning, followed by a 2-week ban, and finally permanent expulsion from the NMR lab