

Guidelines for Web-Schedule Sign-ups

Schedule for the next 7 days is available at the NMR web page

<http://nmr.chem.uiowa.edu/NMRshed.html>

Av-300 Walk-on Time slots

Identified by the “blue” walk time slots (some are 10 or 30 minute time slots)

Mon - Fri 8:00 to 18:00

There will be an initial **limit** of **four 10-minute** time blocks **per user** per day.

There will be an initial **limit** of **ten 10-minute** time blocks per research **group** per day.

(Individual and group limits may be relaxed when the Spectrometer would sit idle, with the understanding that time should be made available to other users when requested.)

Low Temperature work & Temperatures above 320K are generally not allowed during 10-min. time.

DPX-300 Walk-on Time slots

Follow AC-300 limits. Chemistry Lab Classes have overriding priority to the NMR time. If Lab classes need NMR time, they may cancel other users reserved time.

DRX-400 Walk-on Time slots

Identified by the “blue” walk time slots (some are 10, 20, or 30 minute slots)

Mon - Fri 8:00 to 18:00 There will be an initial **limit** of **2 hours** per research **group**.

Sign-up Guidelines:

If a user or group has utilized their limit of walk-on time & if there is still time blocks available, then they may continue using the Spectrometer with the understanding that they will stop their usage as soon as someone else needs to use the Spectrometer.

Do not sign-up for more time blocks than you will need. Users who routinely sign-up for significantly more time than they need will be billed for the un-used NMR time that they reserved.

Walk-on time should not be used as a way to extend an overnight data acquisition.

For “special needs” or for training by NMR staff; the NMR staff may occasionally make reservations of walk-on time in advance.

To sign-up for a block of time longer than 14 hours, requires NMR staff approval.

NMR staff will periodically review the sign-ups, if users abuse the signup limitations, then staff may cancel signups to make time available to other users. Repeated abuse of signup limitations may result in signup privileges being temporarily canceled.

Everyone must completely sign in & out of the logbook. Please write your name legibly & try to avoid initials. Starting time is to be recorded before any work is begun on the Spectrometer.

Please use the correct MFK account number.

LOGBOOK ENTRY:

Users should sign-in the logbook before putting their sample in the magnet.

Times should be recorded based upon a 24 hour clock (i.e. 8:00 a.m. is 08:00 & 5:00 p.m. is 17:00).

If the date and time are not recorded properly, you may be overcharged if we have to make a guess at what it should have been.

Do not use initials for recording your name.

Whenever there is a change in who is using the Spectrometer, a new sign-in entry on the next line in the logbook should be filled out. In the past, some users erroneously thought they could just cross out the ending time from a previous group member.

Policy for NMR Time Cancellations of Time Blocks after 17:00

If you reserved NMR time on a previous day, **Cancel 24 hours in advance**

If you reserved NMR time that day, **Cancel by 16:00** (4 pm)

If you do not follow these Guidelines, you will be billed for the time anyway.

Because.....

Users have been reserving time & then either canceling at last minute, not showing up to use the reserved time, or signing up for several blocks and then only using 5 minutes. This prevents other users from planning for their NMR experiments.

Policy for NMR Time Cancellations of Walk-on Time Blocks

Please cancel at least 2 hours in advance

If you do not show up in the first 15 minutes of a reserved walk-on Time Block(s) or have not left word that you have been delayed; then if other users have need for NMR Time, they may use your time & you will lose the privileges for that time block and any sequential time blocks associated with your login reserved time.

NEW USERS: Av-300

Pick up forms in NMR office (room 79). Forms must be signed by your research advisor and returned before any training or usage of the NMR Spectrometer begins.

Once the forms have been returned, then the new user will be trained by NMR staff.

When the new user has learned how to operate the Spectrometer, they should then see NMR Staff to schedule a check-out session. After successful completion of the check-out session, the new user will receive a login name & password.

NEW USERS: DRX-400

Pick up forms in NMR office (room 79). Forms must be signed by your research advisor and returned before any training or usage of the DRX-400 NMR Spectrometer begins.

All training will be performed by NMR Staff on this Spectrometer. The first session will be an orientation session where NMR Staff will demonstrate the acquisition of ^1H & ^{13}C spectra. The number of training sessions required before check-out will be determined by NMR Staff based upon how quickly the trainee learns the system.

Normal Expectations are that DRX-400 users will have previously been trained & checked-out for Operation of the Av-300 NMR Spectrometers.

NEW USERS: DPX-300

Pick up forms in NMR office (room 79). Forms must be signed by your research advisor and returned before any training or usage of the DPX-300 NMR Spectrometer begins.

All training will be performed by NMR Staff on this Spectrometer. The first session will be an orientation session where NMR Staff will demonstrate the acquisition of ^1H & ^{13}C spectra. The number of training sessions required before check-out will be determined by NMR Staff based upon how quickly the trainee learns the system.