

NMR User Policy University of Montana

To provide for maximum efficiency and minimum downtime of the NMR instruments, the following guidelines MUST be followed by all users.

- Food, drinks, and smoking (including e-cigs and vaporizers) are prohibited in the NMR facilities .
- Users are responsible for transferring their data from the spectrometers as soon as they are acquired. The NMR facility does not currently back up user data. *User data, without written consent, may be deleted from instrument computers after 3 years.* This may change in the future.
- Non-routine adjustments of probes and any internal adjustments within any instrument console should not be made by users. Repairing and modification of the instrument by the user is forbidden. No variable temperature experiment should be conducted without prior consultation with NMR facility staff.
- What is brought in must be taken out when you have finished the experiment. This means NMR Tubes should be removed when you are finished with the NMR. All unidentified NMR tubes will be discarded.
- Any problems, malfunctions, system failures, or damages must be reported to the NMR core facilities manager (daniel.decato@mso.umt.edu). Please leave a note with a description of the problem by the spectrometer computer.
- No user should attempt to train NEW users on any instruments. NMR core manager will train all NEW users after receiving their request of NMR Training and their answers to the pre-NMR Training Quiz. Users must also pass an in-person independence test before being allowed to use NMR instruments independently.
- The NMR Core manager will maintain the instruments and will make spectrometers ready for routine experiments. The Core manager is available to discuss more complex experiments or to discuss the users' research needs.
- All users should contact the NMR core manager (daniel.decato@mso.umt.edu) with complaints regarding instrument usage and disputes.
- NMR Core Facility Director and Manager will jointly suspend the hands-on use of the NMR spectrometers by anyone inappropriately using an instrument or who does not follow the above-stated rules.

I have read, understood, and consent to user policy presented the above.

Name

Date