

Bio-NMR Facility Rules of Use for Protein NMR on B600, Neo 600, and NEO 700

The rules set forward in this document are intended to promote the safe use of the instruments, and to be fair to everyone using the NMR facility. In general, we strive to operate the facility in a friendly manner, while making sure that important procedures are followed. Please feel free to discuss anything with the staff that you are concerned about.

1. Only authorized users will be permitted to use the spectrometers with no exceptions. Before a user can run any experiments, he or she MUST provide all required information to the facility staff, and must be trained to use the instruments. Contact Charlies_Sheahan@hms.havrad.edu with any questions.
2. Users are expected to run their own samples. NMR facility staff will help as necessary to train users on specific instruments, but will not run samples for protein NMR. You should be trained by your PI for protein NMR use. Non-standard experiments are the responsibility of the user.
3. All spectrometer use must be accounted for. Unscheduled use is never permitted.
4. For reservations, an online form to make requests can be found underneath each spectrometer's calendar. **If no link exists for a particular protein instrument, email Charlie or Greg and ask for time.** Requests will be processed by the staff on a "first come first serve" basis.
5. Protein NMR starts at 10a.m. on the day you are scheduled and ends at 10a.m. on the day your time is done. Never assume that it is okay to run past 10a.m. on the day your time ends. If you absolutely need to run over, you MUST notify the next user and let them know what is happening.
6. If a user knows they will not use their scheduled time PRIOR to the start of the time, the user must cancel the time by **notifying Core staff as soon as they are aware they will not be able to use their time.** Charges will apply for use not cancelled prior to the starting time unless extenuating circumstances clearly exist.
7. If a user is not going to use all of his/her assigned time, he or she must notify Core staff as soon as possible. If Core staff is not notified, your PI will be charged for the scheduled time. If a new user cannot be found, your group may be charged for the time, especially if you did not notify the staff in a timely manner.
8. The user is responsible for removing his or her sample(s), **and for setting the sample temperature back to 298K when the sample is removed. DO NOT EXPECT THE NEXT USER TO REMOVE YOUR SAMPLE. IF YOU DO NOT REMOVE YOUR SAMPLE AT THE END OF YOUR TIME, THE NEXT USER WILL NOT BE RESPONSIBLE FOR DAMAGE TO THE SAMPLE.**
9. **If you do not reset the sample temperature to 298K when you are finished, your PI may be held financially responsible for the cost of the next user's sample if it is destroyed.**
10. All safety regulations of the NMR facility must be followed at all times. If a user is unaware of the safety requirements, please consult with facility staff. If there are any further questions, contact the Environmental Health and Safety Office. Any emergency in the NMR lab should be handled by calling 911.
11. Failure to obey posted safety signs may result in personal injury or death.

12. No food or drinks may be brought into the NMR facility.

13. NMR samples must be properly labeled, and should be removed from the facility after the experiment is finished. Any samples left sitting around will be confiscated, and unlabeled samples will be disposed of promptly.

14. Use of another user's ID card or credentials to use an instrument will not be tolerated and will result in serious consequences, which may include suspension or revocation of NMR Facility use.