

Version 4, Revised Feb 20, 2013

Georgia State University Chemistry Department NMR Facility Spectrometer Reservation and Cancellation Policy

Disclaimer: To (1) prevent abuse, (2) maximize efficiency, (3) recuperate a portion of the maintenance cost, and (4) ensure fair access, the following policy has been developed. Please do not hesitate to report your concerns to the department. We welcome comments and suggestions on ways to improve this policy.

NMR Reservation Policy

Bruker 400 (NSC 248) and Bruker 400 (PSC 350)

1. **Prime-time:** Instrument time on **weekdays** between 9:00 AM-9:00 PM.
2. **Sub-prime time:** Instrument time on weekends and employee holidays between 9:00 AM-9:00 PM.
3. **Non-prime time:** Any time other than prime time and sub-prime is defined as “non-prime time.”
4. Instrument time will be charged at \$4.00/hour for “**prime time**” and \$2.00/hour for both “**sub-prime time**” and “**non-prime time**”.
5. **Weekday:** Instrument time will be broken into 15 min slots for prime time and there is no limit for non-prime time. Each user can reserve up to 2 prime time slots total up to **24 hr** in advance. More time can be reserved if there is still time available after 9:00 AM of the current day.
6. **Weekend and employee holiday:** Instrument time will be broken into 30 min slots for “sub-prime time” and there is no limit for non-prime time. No user can sign up for more than 2 “sub-prime time” slots a day unless there is still time available at 9:00 AM on the day of the intended usage.
7. Each user is required to reserve NMR time before operating the spectrometer. Sign up can be done up to **24 hr** in advance for “prime time” and “sub-prime time”; Sign up can be done up to **ONE WEEK** in advance for “non-prime time”;
8. Online NMR reservation system is NOT a replacement for the NMR logbook associated with each specific spectrometer. Each user is required to fill out the logbook after each operation. Observed problems should be reported to Dr. Zhenming (Jimmy) Du through email: zdu@gsu.edu.
9. Dr. Zhenming (Jimmy) Du will periodically check the sign up sheet to enforce the rules. NMR users who repeatedly inconvenience others by running late and/or not using their reserved time will be referred to the department and may be denied of user privileges. Reinstatement of the privilege to use this instrument can only be granted with the approval of the Department Chair.

Cancellation policy:

1. **Cancellation is NOT allowed for reserved prime time and sub-prime time.** Be responsible with your NMR time reservation. If for some reason you cannot use the reserved time, you can either donate it to transfer it to another user for billing purpose. All transferred time should be reported to Dr. Zhenming Du through email. Consistently signing up without using NMR time may incur warnings and suspension user privileges.
2. Non-prime time can be cancelled at least 48 hours before the intended usage without incurring any charges. Non-prime time cancelled within 48 hours of usage will still be charged.

NMR Reservation Policy

Varian 500 and Varian 600 (NSC 134)

1. Both Varian spectrometers are intended for extended usage and can be reserved one week in advance with no time restriction.
2. For experiments that require probe changes, notice should be given to Dr.Zhenming Du three business days before the intended usage.
3. Reservation can be cancelled at least 48 hours before the intended usage without incurring any charge. Time cancelled within 48 hours of usage will still be charged.

User name and password

Username and password can be obtained by sending a request to Dr. Zhenming Du after proper training. You must fill out the fund authorization form and have your PI's signature. Or you can ask your PI to email me to approval of your using.

All online reservation need to use this format:

“First Name of the user” + “/” + “ Last Name of the PI”

For example, student John Davis from Max Garnett's group should reserve the time as

John / Garnett

Special note:

For George Wang's group, please use: pwang;

For Binghe Wang's group, please use: bwang;

For Gangli Wang's group, please use: gwang.