



## NMR Training and Facility Access Request

Please read carefully as your agreement to the terms below are required:

- NMR spectrometers are very expensive, sensitive, and potentially dangerous instruments. They have to be treated with care and respect.
  - **Repairs are costly and often come with long instrument down times.**
- “Out of Order” signs need to be posted and NMR staff **must** be informed as soon as possible when an instrument is not functioning normally.
- If **something breaks, immediately inform staff.** Do not attempt repairs yourself.
  - Accidents happen, but not informing staff can quickly cascade into additional problems.
- In multi-user environments, actions by users can have serious consequences for a large number of people in the Department.
- **Users are responsible for their NMR facility key** at all times.
- **Users are responsible for the privacy of their reservation online *username* and *password***
- Combining reservation time slots with those booked by other users on the same instrument, *i.e.* “time pooling” is **explicitly forbidden**.
- **Access to instruments is a privilege.**
  - User professionalism, courtesy, and cooperation are essential for the facility operation.

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Completed online training: WHMIS  Laboratory Safety and Chemical Safety

Joined the Department of Chemistry \_\_\_\_\_ as a  graduate student  
(Or Start date if external) Date (dd/mm/yy)  summer student

postdoctoral  
 visiting scientist  
 other: \_

Research Group: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Today's Date: \_\_\_\_\_ **User Signature:** \_\_\_\_\_

By signing I agree to the terms above.

*This individual has received training and I request that this person have access to the departmental NMR spectrometers under my responsibility.*

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date:**

*Approved for NMR facility and key access*

### Deliver Completed Form to:

Laura Pham  
Department of Chemistry, E3-44

From: Dr. Ryan T. McKay, Room E3-17A  
(780) 492-9950

\_\_\_\_\_  
NMR Staff Instructor Date:

\_\_\_\_\_  
NMR Supervisor Signature Date: