

## Training and Key Access to NMR Laboratories

With my signature I acknowledge the following:

- NMR spectrometers are very expensive, sensitive, and potentially dangerous instruments and have to be treated with care and respect.
  - **Repairs are costly and often come with long instrument down times.**
- NMR staff **must** be informed as soon as possible when an instrument is not functioning normally.
- If you **break something, 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 lab key** at all times.
- **Users are responsible for 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  Chemical Safety

Joined the Department of Chemistry \_\_\_\_\_ as a  graduate student  
Date (dd/mm/yy)  summer student

postdoctoral  
 visiting scientist  
 other: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
**Supervisor's Signature**      **Date:**

### Deliver Completed Form to:

Laura Pham  
Department of Chemistry, E3-44

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

*Approved for key access to the NMR labs.*

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

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