

Chemistry Department Member – NMR User Training and Access Requirements

A Step-by-Step Guide

This document, instructions, and attached permission form are for **internal chemistry users** ONLY and intended to provide new users with an overview of facility requirements, expectations, safety, and our training procedures.

NMR Code of Conduct

In the NMR facility users are expected to adhere to the following:

- Comply with all Covid requirements (e.g. contact tracing, current vaccination requirements, masks at all times, hand and sample cleaning, etc.)
- No lab coats
- No gloves
 - NMR samples should be sealed, clean, and safe to handle
- No headphones
 - we need you aware of your surroundings (and they're magnetic)
- If you see, hear, or smell something unusual inform staff AS SOON AS POSSIBLE
- The NMR facility is accessible 24/7/365 within UofA restrictions
 - e.g. you need to follow your lab's "Working Alone Protocols"
- **If something goes wrong:**
 - 1.) Place an "Out of Order" sign in front of the keyboard
 - 2.) Alert NMR Staff Immediately. Room WB-13, phone (780) 492-2573. If no answer, leave a detailed message (e.g. your name, phone number, location, problem, steps-taken, etc.). If after regular hours also email Mark (mark.miskolzie@ualberta.ca) and Ryan (ryan.mckay@ualberta.ca) with all the details.
- **When in doubt, ask**

Step-by-Step NMR Training Instructions

To pass training you will be quizzed on any part of NMR Code of Conduct and requirements below.

- 1.) **Before** Requesting an NMR Training Appointment, complete the following:
 - a. **Chemistry Safety Orientation**
<https://www.ualberta.ca/chemistry/safety-and-emergencies/training.html>
 - b. **WHMIS** online EHS course
<https://www.ehs.ualberta.ca> -> click on 'Training' button, search for whmis
 - c. **Laboratory and Chemical Safety** online EHS course
<https://www.ehs.ualberta.ca> -> click on 'Training' button, search for laboratory
 - d. **Current Covid on Campus Training** for Students and/or Staff
<https://www.ehs.ualberta.ca> -> click on 'Training' button, search for covid
 - e. Read our **NMR Safety Manual**
http://nmr.chem.ualberta.ca/safety_manual/safety_manual.html
 - f. Navigate to our **NMR facility website** and be familiar with VNMRJ
http://nmr.chem.ualberta.ca/AOVNMR_course/VNMRJ/content.html
 - g. **NMR Training and Access Request Form** (this document pg.3), save Page 3 along with your finished course certificates as a PDF

- i. Note: If the course certificates will not print, it is likely that some part of the course has not been completed. Please check carefully, as we will not allow access without certificates.
- 2.) Read, understand, fill-out, sign, and get your supervisor's signature on your **“NMR Training and Access Request Form”** (this document pg.3). Electronically send, scan or take a picture for email.
- 3.) Contact Nupur and/or Mark to arrange and book an online training time.
 - a. lab 780.492.2573 or email: [nupur.dabral@](mailto:nupur.dabral@ualberta.ca) and/or [mark.miskolzie@](mailto:mark.miskolzie@ualberta.ca) ualberta.ca
 - b. Training is typically Wednesday afternoons, but there is flexibility when needed
- 4.) Electronically send your i.) **WHMIS**, ii.) **Laboratory & Chemical Safety**, iii.) **COVID** course certificates, and the completed and signed iii.) **NMR Training and Access Request Form** to your assigned NMR staff training person **before** your training.
- 5.) NMR instructor will electronically sign your form when training is completed, and email you a copy.
- 6.) Forward the completed **and signed NMR Access Request form** and **all course certificates** to Ryan (ryan.mckay@ualberta.ca).
 - a. Book an appointment time for your online review/talk, quiz, and final practical spectrometer test at an instrument.
- 7.) Survive the 30 minute talk, pass your quiz questions, complete the ~ 30 min practical exam at an instrument, and get the final signature.
- 8.) Your form will then be forwarded to Kelly Fowler (E3-44a), and if everything's complete, you will receive your NMR access key.

Remember to have fun, be safe, and **do not forget to ask questions.**

Spectrometer Reservations and Access

For access to NMR spectrometers and the website online schedule reservations you will need to register with our online system via our website via the Reservation page (direct link below).

Please do not use your ccid/password for your NMR registration.

<http://nmr.chem.ualberta.ca/spec-book/html/register.html>

Never hesitate to contact us should you need anything, and good luck.

Ryan T. McKay, *Ph.D.*

NMR Laboratory Supervisor

Room E3-17A Email: ryan.mckay@ualberta.ca Phone: 780.492.9950

NMR Training and Facility Access Request Form

Please read carefully: REMEMBER - you are agreeing to the terms below:

- **Users will only use instruments as trained by NMR Staff**
 - NMR spectrometers are extremely 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 (weeks to months!)
- NMR facility access and keys are for the sole use of the assigned user.
- “**Out of Order**” signs need to be posted and NMR staff **must** be informed immediately when an instrument is not functioning normally.
- If **something goes wrong immediately inform staff**; do not attempt repairs yourself.
 - Accidents happen, but not informing staff can quickly cascade into additional problems.
 - In multi-user environments, individual actions can quickly have serious consequences for all.
- Users are responsible for the privacy of their login and reservation online *username* and *password*.
- Any attempt to use instruments outside of intended time limits, *e.g.*, 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: _____

Email Address: _____

Research Group/Company: _____

Start Date: _____

Date (dd/mm/yy)

Contact Phone Number: (____) _____ - _____

- Undergrad Student
- Grad Student
- Postdoc
- Other: _____

Has completed online training: WHMIS Laboratory Safety and Chemical Safety

Today's Date: _____ **User's Signature*:** _____

** By signing I agree to the terms above.*

Supervisor's permission: “The individual named above has received training, and as their supervisor I request that this person be given access to the departmental NMR spectrometers under my responsibility.”

Supervisor's Signature

Date: (dd/mm/yy)

Completed forms/certificates to:

Anuar Rivero

Department of Chemistry, E3-44

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

Office Use Only

User Approved for Facility Access and Key

NMR Instructor Signature

Date

NMR Supervisor Signature

Date