

Chemistry Personnel

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. Non chemistry members please see "External" documents.

NMR Code of Conduct

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

- Comply with all **current** health requirements (e.g. masks strongly advised)
- No lab coats, No gloves, and **No Chemistry at computers (ask to use fume hoods)**
 - 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
- When in doubt, ask
- 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.

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

Step-by-Step NMR Training Instructions

- 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 Health Safety and Environment (HSE) course
HSE Univ. Alberta Website -> click on 'Training' button, search for whmis
 - c. **Laboratory and Chemical Safety** online HSE course
HSE Univ. Alberta Website -> click on 'Training' button, search for laboratory
 - d. **Any current health training**
HSE Univ. Alberta Website -> click on 'Training' button check for any health
 - 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 along with your finished course certificates as PDF
- 2.) 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.

- 3.) Read, understand, fill-out, sign, and get your supervisor's signature on your **"NMR Training and Access Request Form"** (this document pg.3). Electronically scan or take a picture for email.
- 4.) Contact Nupur or Mark to arrange and book a training time.
 - a. lab 780.492.2573 or email: nupur.dabral@ualberta.ca and/or mark.miskolzie@ualberta.ca
 - b. Training is typically Wednesday afternoons, but there is flexibility when needed
- 5.) Electronically send your i.) **WHMIS**, ii.) **Laboratory & Chemical Safety**, and iii.) any **Health** course(s) certificates, along with the completed iii.) **NMR Training and Access Request Form** to your assigned NMR staff training person **before** your training.
- 6.) NMR instructor will electronically sign your form when training is completed, and email you a copy.
- 7.) 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 review, quiz, and final practical spectrometer test.
- 8.) Survive the talk/review, pass your quiz questions, complete the practical test, and get a final facility approval signature.
- 9.) Your form will be forwarded to the department, and if everything's complete, you will receive a time to pickup an NMR access key.

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

Spectrometer Reservations and Access

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

Please do not use your ccid/password.

<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 Facility Manager
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**.
- No chemistry at the computers/desks. Ask staff and arrange to use fume hoods if necessary.
- **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)

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

Contact Phone Number: (____) _____-_____

Has completed 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 may receive 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)

Deliver Completed Form to:

Christine Rudd

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 Manager Signature

Date