



## Guidelines for External NMR Sample Submission

Department of Chemistry  
University of Alberta

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The Department of Chemistry's NMR laboratory provides NMR service to non-departmental academic and non-academic researchers as outlined in the *NMR Service Pricing* document.

Sample submission forms and the *NMR Service Pricing* document are available in NMR lab WB-13 as well as in PDF format at <http://nmr.chem.ualberta.ca> (link: *NMR forms and information*).

For samples to be submitted to the NMR support group the following policies apply:

1. We do our best to accommodate requests as fast as possible, however **samples from inside the Department of Chemistry are given highest priority**. Occasionally, this can result in a few days of delay. Currently, we do not offer an accelerated service at a higher price. Typically samples are measured in the order they are received, but occasionally efficient spectrometer usage requires that similar samples be grouped together (such as e.g. low temperature samples) and hence the *first come first serve* principle cannot always be applied.
2. Samples should be **submitted one day in advance in WB-13** together with a completed *Request for NMR Service* form. **A Purchase Order (PO) has to be submitted with the sample(s)** in order for us to start any experiments. Failure to provide a PO will result in delaying the work until such a form has been received. If a sample is unstable it is imperative to make arrangements with staff ahead of time to accommodate you and indicate where the sample can be found, e.g. fridge in WB-13.
3. Individuals submitting samples are **responsible to pick up their samples and vials** together with the spectra (WB-13). NMR staff are not responsible for samples and spectra 48 hours after spectra have been recorded. **Failing to remove samples/vials in a timely fashion will result in a sample disposal fee** as outlined in the *NMR Service Pricing* document.
4. Please call ahead (780-492-2573) to ensure that your sample has been measured and to obtain information as to where the sample and the spectra can be picked up.
5. **Data storage**. All NMR data are **deleted automatically after 180 days**. If archiving is desired this has to be stated explicitly on the *Request for NMR service* form. See *NMR Service Pricing* for cost.
6. Our prices do not include FAXing of the spectra.
7. Please note that the selection of the appropriate spectrometer to carry out the work is solely at the discretion of the NMR staff. We do consider suggestions for the specific spectrometers but we do not guarantee that this will be the system that we will use. For this reason the prices are the same irrespective of the system that was used.