



University of Utah  
Department of Chemistry & DM Grant NMR Center

## NMR Account Request Form

Charge Account #: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)                      LAST                                      FIRST                                      MIDDLE INITIAL

Desired User Name: \_\_\_\_\_ uNID: \_\_\_\_\_  
(6-8 alphabetical)

E-mail address: \_\_\_\_\_ Office/lab phone #: \_\_\_\_\_

P.I. Name: \_\_\_\_\_ Office/lab phone #: \_\_\_\_\_  
(please print)                      LAST                                      FIRST                                      M.I.

.....

I authorize \_\_\_\_\_ of my group to be trained in NMR methods on the University of Utah D. M. Grant NMR Center instruments, and to be granted independent access to said instruments after passing the checkout procedure with the NMR staff.

I will be responsible for all charges incurred by the above mentioned on the NMR Center instruments.

\_\_\_\_\_  
P.I. Signature

\_\_\_\_\_  
Date

## Magnetic Resonance Facility Safety Policies & Procedures

The following procedures must be followed by all users of NMR spectrometers to ensure the safety of NMR users and staff and to prevent damage to the NMR spectrometers.

### 1. NMR Access.

**Do not share your password or PIN with anyone for any reason.**

NMR access is not transferable. You must never permit another person to use your computer account username, user password or key(s) for the NMR/EPR laboratories,

If any such use is discovered, the account will be disabled until the owner discusses the matter with the NMR Lab Director and the faculty member responsible for the NMR facilities. The owner will be required to change the password on the account and will be instructed how to choose a password that cannot be easily guessed.

If untrained users gain access to the spectrometers, this could result in instrument downtime that affects everyone's research. If there are problems with your account, you should report this to the NMR staff immediately and every effort will be made to resolve your concerns.

If you need to assist someone with NMR or EPR spectroscopy, you should conduct experiments your collaborator and not give them access to your account. Practicing together and collaborating on the spectrometers is encouraged, but the owner of the account being used must be present at all times.

When someone uses your account, the use charges go to your account and are reported to your research advisor as if you had used the spectrometer.

If you are discovered using an account other than your own, you will receive one verbal warning. A second offense will result in a letter sent to you, your research advisor, and the faculty member who supervises the NMR laboratories. You will not be given an NMR account or trained until the NMR staff is instructed to do so, in writing, by the NMR Lab Director and the faculty supervisor of NMR laboratories. (If that faculty member is unavailable, the chairperson of the physical facilities committee, or the department chair may sign.)

### 2. Chemical Spills.

Accidents involving broken or spilled samples in the NMR facility (especially samples broken in the probe) may involve instrument downtime, financial loss due to damage to expensive equipment and, most importantly, the chemical endangerment of anyone exposed to the accident site. The NMR laboratories do not have proper facilities for safely performing chemistry experiments. Therefore, sample preparation and modification in the NMR facility shall be limited to operations that must be done near the spectrometer, and that can be done safely using the available facilities. For doing such manipulations, the user is required to supply a splash tub capable of containing any spills. The tub is to be supported by a non-magnetic cart (supplied by the NMR facility). Questions about the safety of a particular operation should be directed to a member of the NMR staff person before starting your experiments.

Users must be prepared to identify all chemical hazards (MSDS) for reagents used in NMR samples. If the level of hazard is unknown, the maximum possible hazard should be assumed.

Gloves must be removed before touching any part of the spectrometer.

Absolutely no radioactive materials may be used in the NMR facility.

If an accident occurs, you must do the followings:

- Take all possible steps to prevent anyone from being exposed to hazardous materials.
- Notify immediately one of the NMR staff. Phone numbers are posted in the laboratories. This may require calling home phone numbers on weekends and evenings.
- Remain available and render any needed assistance to the NMR staff until the situation is no longer hazardous.
- Record all pertinent information in the logbook for the particular instrument

I have read and understand the above safety procedures and agree to comply with them.

NMR User Printed Name:

\_\_\_\_\_

\_\_\_\_\_

NMR User Signature

\_\_\_\_\_

Date



### C-Cure Security System Request Form

**Applicant's Information:** (Please type or print legibly)

Name: \_\_\_\_\_, \_\_\_\_\_ uNID: \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL C-Cure Code: \_\_\_\_\_

Status:  FACULTY  STAFF  
STUDENT:  GRADUATE  UNDERGRADUATE  EXCHANGE  
GUEST:  VISITING SCIENTIST  INDUSTRIAL

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

**Terms and Agreement:** Please initial each item, sign and date before submitting to the NMR Facility manager.

- \_\_\_ I will never loan my University of Utah ID/U-Card to anyone.  
\_\_\_ If I lose my ID/U-Card, I will notify the department main office and the U-card office immediately.  
\_\_\_ Violations of the above may lead to suspension or termination of C-cure card access from the University of Utah as per policy and procedure 5-3.

\_\_\_\_\_  
Applicant Signature Date

**Request:**  ENCODE  MODIFY  DELETE  DISABLE

- David M. Grant NMR Center (GAUSS HAUS) Entry  
 1017 HEBN Solution-State NMR Lab  B471 GH Solution-State NMR Lab  
 1204 HEBN Solution-State NMR Lab  B474 GH Solid-State NMR Lab  
 B100 HEBN INOVA 400 NMR Lab  B475 GH High-Field NMR Lab

**Allow access on the following days:** (Please circle all necessary)

ALL or MON TUE WED THUR FRI SAT SUN

**Allow access on the following times:**

24 Hrs or From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

**Access will end on (date)** \_\_\_\_\_

Access will automatically be terminated when you leave the University of Utah or if you stop using your card for three months.

\_\_\_\_\_  
NMR Director Signature Date

Access deleted by \_\_\_\_\_  
Staff Signature Date