

## Authorization - Entry into Johnston High Field NMR Lab

1. Room access is via a BuckID card. **You are not permitted to share your card with anyone else or to use a card which is not yours.**
2. You are to abide by all the rules of the Campus Chemical Instrument Center regarding instrument usage (see page 2).
3. Failure to follow appropriate procedures can result in the loss of self-operation privileges.
4. Please sign below to indicate your acceptance of these rules.

I, \_\_\_\_\_, agree to the above rules.

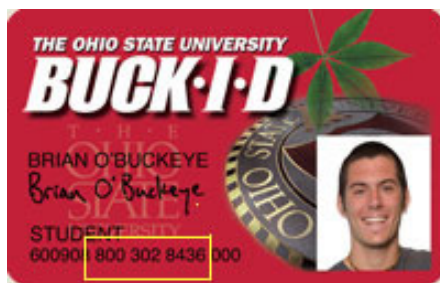
Printed Name: \_\_\_\_\_

Bldg/Room No.: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_



In the image above, the relevant 10 digits are highlighted in yellow. If your ID does NOT have the same spacing (and many newer IDs do not), to find the right number drop the first SIX digits (typically 600908) and the last THREE digits (usually 000) to find the right number.

After you no longer need access to the facility please contact Andrew Hall @ [hall.1443@osu.edu](mailto:hall.1443@osu.edu) to have your BuckID removed.

Indicate which room(s) you need access \_\_\_\_\_  
(Room 118 – DMX 300Mhz, Room 112 DMX 600Mhz)

BUCKID (all numbers) \_\_\_\_\_

Advisor \_\_\_\_\_

### (Office Use Only)

CCIC Authorizing Personal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CAMPUS CHEMICAL INSTRUMENT CENTER  
NMR FACILITY

To: **NMR USERS**  
From: Charles Cottrell, Associate Director NMR Facility  
Date: April 29, 2008 (UPDATED)  
Re: **NMR Procedures & Policies Announcement**

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The Campus Chemical Instrument Center/NMR Facility has instituted a policy where times requested of all CCIC NMR spectrometers are to be made through our Web page at the address <http://www.ccic.ohio-state.edu/NMR/TRform.asp> . **All time requests are to be submitted by the 20<sup>th</sup> of the month and by the 25<sup>th</sup> we will post the schedule for the upcoming month on our calendar page <http://www.ccic.ohio-state.edu/webevent/scripts/webevent.plx>** On the NMR time request form you are asked to select the spectrometer, DMX 600 (Johnston Lab) or DRX 600 and DRX 800 (Riffe) that is to be used. We will make every effort to accommodate your request. However, CCIC Staff reserves the right to assign experiments to different spectrometers. In the case of a DRX 800 request, you are required to justify why it cannot be performed at 600 MHz. Time on the 800 may not be granted without such a justification.

**Please note the following rules and procedures:**

1. **SERVICE REQUEST FORM(S) MUST BE FILLED OUT COMPLETELY BEFORE ANY SERVICE IS RENDERED OR BEFORE SELF-OPERATION IS PERMITTED.** Users also need to enter pertinent information in the instruments log book. If there is any equipment failure or malfunction during your usage it must be reported to either Dr. Yuan or Dr. Cottrell.
2. If you are **not** a trained operator please **DO NOT** request self-operated time. Instead contact Dr. Yuan or Dr. Cottrell for training. Initial training is not to be provided by other group members.
3. The **minimum time block** is 1 hour, for 600 & 800 self-operation. No advance monthly reservation is necessary for drop off experiments. Please contact the appropriate staff member to request this time. You still need to submit your request via the NMR Time Request. In the special instructions indicate the method staff member was contacted (phone or email), as well as, the date you contacted the staff member. You will be charged for the full blocks of time according to the NMR Fees & Charge listing. <http://www.ccic.ohio-state.edu/NMR/rates.asp> The two exceptions to this charge will be if the instrument is not operational due to mechanical failure or if 48 hours notice is given prior to the start of your requested experiment time, which should be in the form of an email to have written documentation even if you call the Staff Member to inform them of the change.
4. Users may allow another authorized member of their Research Group to use their assigned time, with prior notification to the staff member in charge of that instrument. Under **NO circumstances** are you to permit another user outside of your research group to use your assigned time. **All issues** concerning assigned time or usage are to be addressed to the Staff Member in charge of the instrument. Users **should not allow** others access to their assigned Keypad codes. This could be grounds to terminate your access to the spectrometers.

**CONTACT INFORMATION**

Johnston Lab 600: Chunhua Yuan (8-3691)

Riffe 600 & 800: Charles Cottrell (2-0489)