Responsibilities of student researchers

**Keys:** Your ID card should be activated to allow you access to your advisor’s research lab spaces, instrument room (ST459), the computer room (ST383), and the NMR room (ST150).

- Please discuss with your advisor which spaces/rooms you may access with your card in order to perform your work.

- Please do not enter spaces for which you are not specifically authorized (teaching labs unless authorized, prep/storage rooms, other research labs).

- Please do not use your key to give access to anyone outside your research group.

- Key privileges will be revoked for violations.
**Supplies:** Your advisor will maintain stores of chemicals and supplies in the research lab for your use. Most of these materials are paid for out of grant funds and **not** the Department.

If you are in need of additional chemicals or supplies (or you run out of something), please ask your advisor (or post-doc) and s/he will get it for you. **ONLY FACULTY MEMBERS/POST-DOCS MAY TAKE CHEMICALS AND SUPPLIES FROM CENTRAL STOREROOMS.** These must be logged into the electronic inventory in each location.

Borrowed chemicals/supplies must be returned to their central locations immediately (as soon as possible) after use. If the advisor is not in the lab, keep the material secure until you see your advisor.
Dr. Helene Citeau, Director of Scientific Instruments
ST446, x2920.

- Maintains & repairs all department instruments.
- Serves as a resource for questions/issues with instruments.
- Trains new users on department instruments. In some cases, your advisor will do the training, but in others s/he may ask Dr. Citeau to train you.
- Please make sure you are trained on an instrument prior to using it.
Review & follow safety procedures specific to each instrument (see red binders).

Treat these instruments with care and respect.
  - Broken instruments work for no one.
  - Please do not use instruments as table tops.

Ensure instrument facilities remain clean.
  - Whatever you bring in the instrument rooms to do your measurements must leave with you when your work is complete.

Pens supplied for log books do not know their way home!
<table>
<thead>
<tr>
<th>Instrument</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>UV-Vis</td>
<td>$26,000</td>
</tr>
<tr>
<td>FTIR</td>
<td>$17,500</td>
</tr>
<tr>
<td>CD</td>
<td>$100,000</td>
</tr>
<tr>
<td>Fluorimeter</td>
<td>$150,000</td>
</tr>
<tr>
<td>GCs</td>
<td>$10,000</td>
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<tr>
<td>GC/MS</td>
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<tr>
<td>AA</td>
<td>$27,000</td>
</tr>
<tr>
<td>X-Ray</td>
<td>$350,000</td>
</tr>
<tr>
<td>NMR</td>
<td>$750,000</td>
</tr>
<tr>
<td></td>
<td>– 400 MHz: $250,000</td>
</tr>
<tr>
<td></td>
<td>– 500 MHz: $500,000</td>
</tr>
</tbody>
</table>
Google calendar is used to schedule use of every instrument.

Book time for each use of an instrument.

Sign the log book: sign in, sign out (red binders)

If an instrument must be turned on for use, please remember to turn it off when finished. This is the single most costly mistake that diminishes lifetime of parts, lamps, etc.
NMR ETIQUETTE

- High school/Freshman/pre-Organic Chemistry/PURE students: you must be supervised (work in pair with a senior student) when in NMR lab – do not use on your own.

- Contact Dr. Tammy Dwyer for training and questions/problems during use.

- Overnight / weekend data collection should not begin before 4:30 PM & should end by 9 AM.

- You can block time on the Google calendar 1 day ahead – exception granted on a case-by-case basis.
SUMMARY

- Book your time using Google Calendar.
- Plan ahead and schedule your training time with good notice.
- Log in, log out for each use.
- Be courteous with the next user: leave the instrument as you would like to find it.
- Leave the instrument in a pristine state.
- Be safe and enjoy your research!