

To: Bruker ARX-300 (G43 RHPH) Users
From: John Harwood (jharwood@purdue.edu)
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Subject: Review of ARX-300 Usage Guidelines



We have become aware of conflicts between individuals regarding usage of the ARX-300 NMR (G43 RHPH). This memo reviews our guidelines and the etiquette for the use of such shared resources.

If you want to use the ARX300, whenever possible please use the following procedure:

- 1) make a reservation, within PINMRF guidelines, on the walkup usage reservation sheet;
- 2) show up at the appropriate time to use the spectrometer;
- 3) sign in to both the business log and the instrument logbook **BEFORE YOU START WORK**;
- 4) if you leave the spectrometer while your experiment is running, put up the "Experiment in Progress" sign as well as a note giving your contact information;
- 5) finish your work on time, and properly sign out of the logbooks.

If you come to the lab and want to use the ARX300 without a prior reservation, do the following:

- 1) ascertain completely that the spectrometer is not either in use or already reserved - check the computer for someone being logged in, then check the reservation sheet and also the logbooks;
- 2) if the spectrometer is open and no-one has reserved the time, **RESERVE** for yourself for the 15-minute block(s) of time (within PINMRF guidelines) that you want to use;
- 3) use the spectrometer according to steps 3 - 5, above.

If you want to leave your acquisition running unattended and have the next user stop it and log you out, leave a note on the spectrometer with your contact info and instructions, such as this:

¹³C running until 3:30 p.m., after that time please halt acquisition and log me off"

Use the command **halt** to properly halt an experiment in progress. The data will be saved.

If you need the spectrometer and another user's experiment is running beyond reserved time, and there is no note or logbook information available, **DO NOT** just **LOG THEM OUT**. Let PINMRF staff know so that they can assist with resolving the situation.

We hope these suggestions will help minimize conflicts over the use of the ARX-300. If you have any questions or comments, please feel free to contact me.

cc: P. Kissinger
RHPH NMR Users' Faculty
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