**NMR OPERATING GUIDELINES UNDER REOPENING PHASE 2 PLAN**

In addition to all guidelines set forth by the University and Chemistry Department for re-opening research-

*NMR Room specific user guidelines:*

1. During Phase 2 of the University’s plan, only one person will be allowed in all three NMR rooms 120, 121 and 215 at all times.

2. Prior to entering the NMR rooms, every user is required to either wash their hands (restrooms are conveniently located near all the NMR rooms) OR put on a fresh pair of gloves prior to entry. While in the NMR room, face masks should continue to be worn to limit contamination of the common areas.

3. The use of shared pens and log note books will be suspended**,** and these items will be removed. **It will be each user’s obligation to contact the NMR manager via email** (stolowich@louisville.edu) should a problem be noted with any of the NMR systems! Failure to do so will result in the suspension of the user’s NMR privileges.

4. Unless absolutely necessary, do not bring personal items (coats, backpacks, laptops, notebooks) into the NMR room. Upon leaving, do not leave any items- **including NMR samples** - behind.

5. A spray bottle of isopropyl alcohol will be provided for use in each NMR room. While it is not necessary to spray and wipe down common surfaces after each use (you may do so prior to your own use if it makes you feel more comfortable), it *is recommended that the* *last* *user* within a group’s block of time mist the surfaces prior to leaving. This will allow disinfecting time and will dry off during dead block (see below) that follows. In addition, I will come in and wipe down common surfaces at least twice a day.

*General NMR Scheduling Guidelines:*

1. During phase 2 of the University’s plan, each research group will be limited to a maximum of 3 users on a given spectrometer. If you haven’t already, please forward me the names and employee numbers of each of these users (including yourself, if applicable) who will be allowed access and what system they intend to use. In accordance with University guidelines, no undergraduate student user will be permitted to use the NMR spectrometers

2. To limit traffic in and around the NMR rooms, the number of blocks scheduled per day on each spectrometer will be limited to **two** large blocks (120 minutes total, excluding overnight time) assigned to each PI research group. Plan for your group to run samples only two times a day (excluding overnights). When one user *within* a research group has finished running his or her sample(s), the next user from that research group will be allowed to enter the NMR room *only after* the previous user has returned to the PI’s research lab. **There should be no waiting outside the NMR room for your turn!**

3. **Importantly, NO contiguous signup of blocks between research groups will be allowed.** That is, if research group A has reserved the 400 MHz NMR for 9:00 – 10:30 am on a given day, research group B cannot reserve the system until 10:45 am that day to provide a 15 min buffer (“dead block”) to prevent users entering/leaving the room at the same time. Please adhere to these rules, otherwise I will take over scheduling and assign each research group their blocks for the week. More complete details on the new sign up policy will be distributed separately, and being fluid, may be modified as needed.

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