

Youngstown State University Instrumentation Facilities

User Rules

General Statements:

Statement on Professionalism: All users of the Instrumentation facilities at YSU are considered to be professionals. It is up to users themselves to be especially careful of the instruments and the environment around the instruments to maintain the quality of data acquisition for fellow users.

Safety Rules

In case of a dangerous situation, such as an instrumentation quench, or rapid venting of cooling liquids/gases, or fire, leave the room and report it immediately.

Report all problems to the Instrumentation Facility Staff. If the problem is not potentially hazardous and the Instrumentation Staff cannot be located, record the problem in the log book.

The exterior doors to the Instrumentation rooms should be kept locked at all times. A touchpad lock is installed at the doors to the Instrumentation rooms. Codes will be given out to users after they have been approved by the Instrumentation facility staff, currently Tim Styranecek, and been given individual account and access rights.

All safety regulations of the Instrumentation facility must be followed at all times. If a user is unaware of the safety requirements, please consult with facility staff.

No unauthorized individuals are allowed in the Instrumentation Facility. Guests must be escorted at all times.

No metal objects, non-digital watches, credit cards or other magnetic objects are allowed near the magnet. Avoid bringing small metal objects (i.e. paperclips, staples) into the Instrumentation facility.

Do not allow persons with pacemakers or unapproved metal implants near the magnets.

No food, drink or smoking in the Instrumentation Facility. Crumbs attract bugs, and spilled drinks can damage computer equipment, furniture, and floor. The work environment must remain neat and clean for all users.

User Privileges and Logins

Only authorized users are permitted to use the instrumentation. Before a user can run any experiments, he or she must be trained, on the instrument he or she intends to use, and the particular experiment he/she wishes to perform.

Each user will be given a login name, password door code for the Instrumentation. Each user is expected to use his/her own login name only. Your login name, password, and code must be confidential.

Each individual is responsible for handling, labeling and storing the samples they bring into the Instrumentation laboratories. All samples must be properly labeled, and should be removed from the facility

after the experiment is finished. This includes samples in automatic sample changers. Any samples left sitting around for an extended time will be confiscated, and unlabeled samples will be disposed of promptly.

Samples in sample handler can only be removed by the owner, and by Instrumentation Facility personnel.

Hazardous samples may not be brought into the laboratory.

Samples must be prepared away from the instrument. No open chemical bottles, pipettes or other contaminating lab equipment is allowed in the Instrumentation lab.

No user can install any software on any of the instrument control computers

Sign the log book. Include your full Name, Date, Time, Solvent, Nuclei, and sample name. Position of the sample in the autosampler must be included. All problems and unusual events must be noted in the log book, Instrumentation Facility staff have to be informed of all such events.

Users should not wear gloves in the Instrumentation rooms.

Noncompliance with the rules may result in immediate suspension user privileges. The Department reserves the right to deny privileges to anyone. Users may have their rights to use the instrumentation temporarily suspended at any time by any of the Instrumentation Facility Staff or Faculty. Any sustention lasting longer than 1 week will be reviewed by a subcommittee of the Instrumentation User Groups.

I have fully read and understood the Rules and Regulations outlined in this document. I confirm that I have had safety training for the instruments, and that I fully understand that using the instruments is a privilege that can be removed at any time for any reason

.....Signature of Instrumentation User

.....E-mail Address of User

.....Signature of Advisor

.....Signature of Safety Officer

Contacts:

Mr. Tim Styraneć, 330.941.3663, tmstyraneć@ysu.edu (Safety Officer)

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