**CBC NMR SOP for Returning to Operation – COVID-19**

The nature of the NMR laboratory places users at risk for viral transmission with shared workstations and other surfaces. In order to accommodate the research needs of the department while minimizing potential contact with COVID-19, please carefully follow the procedures below.

**General Policies**

* The NMR laboratories in CBEC 092 and EL 0083/0086 will be available 9am – 5pm.
* SampleJet/Icon-NMR users will access the instruments remotely and will NOT enter the NMR facility.
* Those users authorized to enter the NMR facility must strictly follow the posted PPE and sanitation instructions:
	+ - Wear a mask at all times
		- Enter the NMR lab and immediately proceed to the sink to wash your hands.
		- At the instrument, wipe the area with the alcohol solution (spray on a paper towel)
		- Place plastic wrap over the keyboard and mouse.
		- When finished, wipe the area with the alcohol solution (spray on a paper towel).
		- Exit the NMR lab.
* Any issues should be communicated immediately to the NMR staff via cell phone (posted). We will replace you at the workstation and complete any troubleshooting – users will be available by phone for clarification of problems.
* No training will be offered during this time.

**400 MHz (Saffron) and 400 MHz (Wasabi) in CBEC**

* Users will NOT enter the NMR laboratory.
* Users will schedule a sample drop-off via the corresponding FOM calendar during working hours (9-5). Samples placed outside the lab will be picked by the NMR facility staff quickly to alleviate time for these substances outside the safety features of the facility. As usual, no hazardous materials may be submitted during this time.
* Users will access the online IconNMR site for each SampleJet and will select the desired experiment(s) to run. Usual time restrictions per user per experiment remain in place.
* Data will be available online and in the spectrometers’ shared drives, at completion.
* Samples will be picked up at designated place/times during the week (1-2 times per week). Samples will not be returned using numbered racks, so NMR tubes need to be marked so users can easily identify their own sample(s).
* Users are encouraged to drop-off a large number samples for your group to minimize foot traffic in the building.

**\*\*See corresponding document for more detailed instructions on sample submission and remotely using IconNMR\*\***

**600 MHz (Sage) in CBEC**

* Initially, 1-2 users will be allowed per day during working hours (M-F, 9-5) on this instrument to minimize contaminating surfaces/area of instrument. Access to the NMR facility will be by appointment only.
* Users will request time on the instruments by contacting the NMR facility staff members (Dr. Tanya Whitmer, whitmer.54@osu.edu or Dr. Dan Conroy, conroy.120@osu.edu) and provide the following information:
	+ - Date requested & estimated amount of time required
		- NMR experiments to be run
		- Number of individual samples
* The user should be planning to run a large number of samples for the research group during their time and/or longer experiments. For example: The research group gathers 10+ samples and gives them to one person in their lab to operate the instrument.

 **250 MHz (Thyme) and 400 MHz (Paprika) in Evans**

* Users will be limited to ONE RESERVATION per day during working hours (M-F, 9-5) on these instruments to minimize contaminating surfaces/area of instrument.
* Users will request time on the FOM as usual; however please be sure to leave time between users to reduced foot traffic through the day. Individual time blocks on FOM will be increased, to minimize overlap of users.
* The user should be planning to run a large number of samples for their research group during their time and/or longer experiments. For example: The research group gathers 10+ samples and gives them to one person in their lab to operate the instrument.

**Solid-state NMR (500 WB, 600 DNP, 800 WB, 800 NB)**

Operation will remain mostly unchanged except for the specific instructions below. All reservations must be scheduled in advance with the NMR staff as before.

* Samples may be submitted to the NMR facility staff if the user prefers not to enter the facility. For those with access to the instruments, only one person is allowed to be at each workstation at a time.
* Once a sample is inserted and spinning stably – please use TeamViewer when possible to operate the instrument and process data remotely.
* Do not use the paper log books at this time. We will track the usage via email communications and via FOM.