**General Lab Procedures:**

Please wash your hands when entering and exiting the facility. An appropriate face covering is required while in the lab.

**Single Crystal Samples:**

All single crystal samples are to be submitted to the Staff Scientist for analysis. Please fill out a form to accompany the sample to the drop-off area as well as labeling the sample clearly

<https://u.osu.edu/crystallography/files/2020/06/OSU-X-ray-Form.pdf>

The drop-off area is near the NMR cut-out display. Once you drop the sample off, email or call the Staff Scientist to let them know.

If samples are air-sensitive, please arrange with the Staff Scientist a drop-off time so that the sample can be immediately checked. Sample should be submitted on dry ice if necessary, along with the form (link above).

**PXRD Samples:**

All PXRD Samples can still be run by users with the caveat that the Facility will switch to a half-day scheduling model with time to clean between users. If you need less time than that, you can drop the sample off with the Staff Scientist. Drop-off instructions are the same as above, but please indicate the step-size, scan time per step, and 2-Theta range for your XRD on the form.

For the half-day scheduling, only one user is allowed per slot unless otherwise coordinated with the Staff Scientist to ensure cleaning. Groups should coordinate samples so that the multi-sample changer can be used to minimize time in the facility. It is best to load the samples in every other slot to lessen the chance for errors currently with the sample changer.

Only one person is allowed in the XRD computer area at a time and only two users in the Facility at a time (ie Single Crystal Area and PXRD area).