



## CUNY ASRC Biomolecular NMR Facility User Policies

The Biomolecular NMR Facility of CUNY Advanced Science Research Center is a multi-user facility and it is imperative that all users are responsible when conducting experiments in the facility. Individuals who intend to work in the facility must adhere to the following policies. All users must read this document carefully and sign it to certify that they are aware of, understand, and adhere to its content. The rules and policies are adopted to ensure everyone's safety and productivity in the facility.

### GENERAL

1. The ASRC NMR Facility is open to all CUNY faculties, staff members, and students and to members of the non-profit research institutes at academic user rates. The facility is open to industrial partners at elevated rates.
2. Normal operation hours of facility: Monday – Friday from 8:00 am – 6:00 pm, except CUNY staff holidays.
3. Individual user access will be granted on the basis of NMR expertise. Experienced NMR users demonstrating a high level of expertise with the operation of Bruker NMR spectrometers and biomolecular NMR experiments may have unsupervised on-site and remote access to the facility, including after hours (see below). Inexperienced and novice users may only have access to and personally operate the instrumentation on-site under the supervision of the facility manager or an expert user.
4. Personal safety within the NMR facility is of paramount importance. All Users must adhere to safe practices in the vicinity of the three high-field conducting magnets. In particular, NO ferromagnetic objects are allowed in the main NMR room, particularly within the 5 Gauss magnetic field lines delineated around each magnet by red circles on the floor. In the event of an accident of any kind, all Users should recognize the two clearly marked exits in the room.
5. Safe operation of the NMR instrumentation is also of paramount importance. Improper activity on or around an NMR spectrometer and high field magnets can result in injuries, instrument damage, and lengthy down time. If you are uncertain about an experiment or parameter, PLEASE ask the facility manager or another experienced user. In addition, all workspaces must be returned to a neat and clean status prior to a user leaving that workspace.
6. If a user cannot resolve an issue related to the laboratory in a professional, courteous and respectful manner that issue should be brought to the attention of the facility director for proper and expeditious resolution. If you do not know how to do something, ask the facility director or staff member before proceeding. DO NOT GUESS.
7. Users and their supervisors must be responsible for the costs of repair of damage when it occurs as the result of improper use of the instruments. If in doubt about the condition of instruments please ask the facility director.

## NMR TIME RESERVATION AND BILLING

1. All ASRC NMR facility billing and usage policies will be reviewed annually by the ASRC NMR Oversight Committee comprised of the following member:

Dr. James Aramini (ASRC Biomolecular NMR Facility Manager)  
Prof. Kevin Gardner (Director, Structural Biology Initiative, CUNY ASRC)  
Prof. Ranajeet (Ronnie) Ghose (City College of New York)  
Prof. Nancy Greenbaum (Hunter College)  
Prof. Robert Messinger (City College of New York)  
Prof. Sebastien Poget (College of Staten Island).

2. All ASRC NMR spectrometer booking and billing will be conducted through the Badger Lab Management System. A primary goal of the ASRC NMR facility is to provide flexible access to high field NMR spectrometers optimized for biomolecular applications. To this end, maximum solution NMR time periods will be routinely limited to:

600 MHz: 1 day; 700 and 800 MHz: 3 consecutive days (when 600 MHz in liquids mode)  
700 MHz: 1 day; 800 MHz: 3 consecutive days (when 600 MHz in MAS mode)

When warranted for scientific need, booking of longer continuous time blocks on any instruments will be subject to the approval of the facility manager and director. An important exception to this is switching of the 600 MHz NMR between solution and MAS modes, which will be performed on a maximum 2 week block for solids.

3. Cancellation policy: it is understood that a user may abruptly cancel or reschedule NMR time due to unforeseen circumstances. We request as much advanced warning as possible of a cancellation in order to provide other registered ASRC NMR users the opportunity to claim the unused NMR time during normal operation hours:
4. Experienced users may apply for VPN (Virtual Private Network) off-site access to ASRC NMR spectrometers to monitor experiments and retrieve data by secure transfer (ssh or scp). Remote NMR data acquisition will be granted only at the discretion of the facility manager and director. Application forms for VPN access can be obtained at the following links and submitted to the ASRC NMR Facility Manager ([James.Aramini@asrc.cuny.edu](mailto:James.Aramini@asrc.cuny.edu)) and the ASRC IT team ([ASRCHELPDESK@asrc.cuny.edu](mailto:ASRCHELPDESK@asrc.cuny.edu)) for approval:
  - [VPN Access Form](#)
  - [Non-Public University Data Access Waiver](#)
5. Sessions can be extended if the following session is not reserved or in mutual agreement with the next user if necessary.
6. The NMR facility director reserves the right to change NMR reservations for emergency cases, for example, spectrometer repair and maintenance.  
The facility director will notify users of NMR reservation changes as early as possible.
7. Any changes to the reservation must be made 24 hours ahead of reserved session. User will be charged for a scheduled session if the user does not show up or shows up late. Charging for the session will start at the scheduled time.

## OFF-HOUR POLICY

Off-hour: Monday – Friday 6:00 pm - 8:00 am, all weekends, and all CUNY staff holidays. An up-to-date list of CUNY staff holidays can be found at <http://www.cuny.edu/academics/calendars.html>

## **ACKNOWLEDGEMENTS**

If any data obtained at the Biomolecular NMR Facility of CUNY Advanced Science Research Center are used in your manuscripts, meeting presentations, and proposals please acknowledge the ASRC Biomolecular NMR Facility using the following format. If more than one ASRC Structural Biology Initiative facility has been used to obtain your data please acknowledge all accordingly.

**"NMR data presented herein were collected in part at the City University of New York Advanced Science Research Center (CUNY ASRC) Biomolecular NMR Facility."**

In an effort to track scientific achievements emanating from studies performed using the ASRC Structural Biology core facilities, Users are asked to kindly forward publications which include data obtained in the ASRC Biomolecular NMR Facility to the NMR Facility and Structural Biology Initiative Directors ([James.Aramini@asrc.cuny.edu](mailto:James.Aramini@asrc.cuny.edu); [Kevin.Gardner@asrc.cuny.edu](mailto:Kevin.Gardner@asrc.cuny.edu))

*[Continued on next page]*

Users warrant that they have fully read and consent to the terms of this Agreement.

**USER:**

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Principal Investigator:**

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Return a signed hard copy to the ASRC Structural Biology Initiative NMR Facility (G.444) or a signed digital copy to Diane Beckford ([Diane.Beckford@asrc.cuny.edu](mailto:Diane.Beckford@asrc.cuny.edu)).**