

## Aviv 410 Instrument Management

CD/UV-vis/Fluorescence/Stopped flow Spectrometer

CD Director: Abby Parrill ([aparrill@memphis.edu](mailto:aparrill@memphis.edu)) x2638

### Director responsibilities.

1. Train new users when no research group members can provide training
2. Order liquid N<sub>2</sub> on user request
3. Periodically replace oxygen scrubbing cartridges
4. Troubleshoot and fix problems consulting with instrument documentation and vendor
5. Advise Department Chair and Facilities Committee on the necessity of instrument replacement or repair by vendor

### User Training on Instrument

- (1) Since many groups use the CD most users should obtain training for routine use while observing members of their group.
- (2) Otherwise routine training will be administered as needed.
- (3) Dr. Parrill will assist/arrange training for special experiments (stopped flow, etc).

### User Guidelines and Scheduling

- (1) Priority for use of the CD spectropolarimeter is established by "reserving time" on FACES **prior to use**. If all or part of a reservation cannot be used then users must cancel unused reserved time so that others may use the instrument.
- (2) Sign in the log book **before** you begin using the CD. If you are late more than 5 minutes for **your reservation, it will be canceled**. If there is not enough room, make a note on the opposite page.
- (3) **Between 7 AM and 5 PM**. A single user may reserve, in advance, up to **four hours**. Full day use is allowed if no other users sign up by 5pm on the preceding day. See A. Parrill for special arrangements.
- (4) The instrument should be left in the CD (rather than stopped-flow) configuration after use.
- (5) Make sure to flush the instrument with N<sub>2</sub> for 30 minutes before following the remainder of the startup procedure. Make a note in the log book of the lamp hours at the beginning and end of your experiment and note anything unusual or have difficulties. Notify Dr. Parrill of any unusual instrument behavior or problems by phone (4414) or email ([aparrill@memphis.edu](mailto:aparrill@memphis.edu)).
- (6) After you are finished, follow the shutdown procedure posted on the instrument.

### Maintenance and repairs

Responsibility of Director.