

There are three department FTIR: SM027a, SM203 and SM217a

MATSON POLARIS FTIR SM027a

Faculty supervisor: Ying-Sing Li (yingli@memphis.edu) x4427

Student supervisor: NA

Supervisor Responsibilities

1. Check regularly that the relative humidity in Room 27A is below 50%.
2. Check regularly to make sure that the rate of dry air purging is appropriate.
3. Make sure that the instrument set-up is appropriate for the next user.
4. Provide semi-annual training to new users.
5. Advise Department Chair and Facilities Committee on the necessary maintenance and repair.

User Guidelines

This FTIR spectrophotometer, located in Rm. 27A, is used for the collection of research data. As users may use different setups for their experiments, they are asked to inform the equipment manager their intentions to use the FTIR unit in advance. All users should obtain authority from the equipment manager for the operation of the FTIR spectrophotometer. They are advised to prepare their samples using their IR cells and/or their cell set-ups for the IR experiments. Their responsibilities are:

1. To inform the equipment manager in advance their intention to use the equipment. If necessary, a sign-up system may be set up in the future.
2. To save personal experimental data in a personal storage device. All users are discouraged to save data in the FTIR storage system. No one will be responsible for any loss of data from the FTIR computer.
3. To sign the log-book and indicate how the system was working. (OK or there were some problems)
4. To remove your cells, samples, disks, notes and your personal stuffs out the working bench and equipment table when you leave Rm. 27A.
5. To leave the equipment unit **on** (DO NOT TURN IT OFF) after the completion of FTIR experiment.
6. To lock the door (of Rm. 27A).
7. To lock the door of Rm. 27 if you happen to be the last one in Rms. 27A, 27B and 27.

These guidelines may be modified for better services in the future.

Nicolet 380 FTIR SM203

Faculty supervisor: Ted Burkey (tburkey@memphis.edu) x2634

Student supervisor: Jermaine Johnson (jjhnsn26@memphis.edu) x4354

Supervisor Responsibilities

1. Check weekly to make sure that the desiccant is active.
2. Check log to see if the instrument was used and operation in the previous week.
3. If there were no users last week, run a routine test experiment.
4. Make sure that the instrument set-up is appropriate for the next user.
5. Provide semi-annual training to new users.
6. Advise Department Chair and Facilities Committee on the necessary maintenance and repair.

User Guidelines

This FTIR spectrophotometer, located in SM317a and can be reserved in advance by signing in the logbook. All users should obtain authority from the equipment manager for the operation of the FTIR spectrophotometer. They are advised to prepare their samples using their own IR cells and/or their cell set-ups for the IR experiments. User responsibilities include the following:

7. Keep the compartment window and door closed except when handling the sample. Save personal experimental data in a personal storage device. All users are discouraged to save data in the FTIR storage system. No one will responsible for any lost of data from the FTIR computer.
8. Sign the log-book and indicate how the system was working. (OK or there were some problems)
9. Remove your cells, samples, disks, notes and your personal effects from the working bench and equipment table when you leave Rm. 317a.
10. Leave the equipment unit **on** (DO NOT TURN IT OFF) after the completion of FTIR experiment.

Nicolet 380 FTIR SM217a

Faculty supervisor: Tomoko Fujiwara (tfjiwara@memphis.edu) x5558

Student supervisor: Daniel Abebe (dabebe@memphis.edu) x4428

Supervisor Responsibilities

11. Check weekly to make sure that the desiccant is active.
12. Check log to see if the instrument was used and operation in the previous week.
13. If there were no users last week, run a routine test experiment.
14. Make sure that the instrument set-up is appropriate for the next user.
15. Provide semi-annual training to new users.
16. Advise Department Chair and Facilities Committee on the necessary maintenance and repair.

User Guidelines

This FTIR spectrophotometer, located in SM317a and can be reserved in advance by signing in the logbook. All users should obtain authority from the equipment manager for the operation of the FTIR spectrophotometer. They are advised to prepare their samples using their own IR cells and/or their cell set-ups for the IR experiments. User responsibilities include the following:

17. Keep the compartment window and door closed except when handling the sample. Save personal experimental data in a personal storage device. All users are discouraged to save data in the FTIR storage system. No one will responsible for any lost of data from the FTIR computer.
18. Sign the log-book and indicate how the system was working. (OK or there were some problems)
19. Remove your cells, samples, disks, notes and your personal effects from the working bench and equipment table when you leave Rm. 317a.
20. Leave the equipment unit **on** (DO NOT TURN IT OFF) after the completion of FTIR experiment.