

## LTQ-XL Instrument Management

LTQ-XL Director: Daniel Baker ([dlbaker@memphis.edu](mailto:dlbaker@memphis.edu)) x4178

LTQ-XL manager: Truc Chi Pham ([tcpham@memphis.edu](mailto:tcpham@memphis.edu)) x4865

### LTQ-XL manager responsibilities.

- Gas nitrogen and helium monitor
- ESI calibration every 6 months
- Oil change for rotary pumps every 6 months
- Instrument troubleshooting as users request
- Order gas helium and nitrogen and change dewar.
- Supervise and train new users
- Supply inventory

### Manager and Director responsibilities.

1. Supervise and train new users
2. Open training section based on request routine experiments.
3. Assist in training for non-routing expts to the extent of manager and directors training.
4. Troubleshoot and fix problems consulting with instrument documentation and vendor engineer
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 LTQ-XL most users should obtain training for routine use while observing members of their group.
- (2) Otherwise routine training will be administered once a year during the summer.
- (3) Dr. Baker or Dr. Pham will assist in training for special experiments

### User Guidelines and Scheduling

- (1) Priority for use of the LTQ-XL spectrometer 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 LTQ-XL
- (3) Users requiring instrument time longer than 3 days should discuss with Dr. Daniel Baker or Dr. Truc Chi Pham for special arrangements.
- (4) If you are using the instrument and have not signed the log book, anyone can sign in, stop your experiment and log you out.
- (5) Do not allow others to sign-up and use the LTQ-XL under your account. You will be held accountable for their actions.

- (6) **Do not attempt to reboot any part of the LTQ-XL instrument if it does not appear to be operating correctly.** Get assistance from Dr. Daniel Baker or Dr. Truc Chi Pham.
- (7) All users must have an account or be currently enrolled in a class using the LTQ-XL.
- (8) All users must be trained before using the LTQ-XL for routine ESI or NSI MS.
- (9) Instructional courses have priority even if a user has signed-in. However, course instructors must sign-in and notify any user who loses a reservation 24 hours in advance.
- (10) Repeated failure to conform to these procedures will result in loss of user privileges.

## **Maintenance and repairs**

See **Manager and Director Responsibilities.**