|  **Introduction to HWB-NMR for New Users**  Version: 28 May 2022 |  |
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**1.** Hours of Operation. The regular hours of operation HWB•NMR are 9:00 am - 5:00 pm, Monday-Friday, with the exception of Bank Holidays and University Holidays.

**2.** Building admission and access. Users, Contractors, University Personnel and Visitors shall enter the building via the front door. Visitors are required to sign in during normal hours of operation. National users will be provided with a visitors swipe card and hot-desk space. Users will be able to access secure areas only after appropriate induction. For one-time visitors, Staff and Users are asked to guide the visitor(s) around the safe front of house areas. When visitors require access to the chambers, they will be advised on and kept within the safe areas outside of the strong magnetic fields by those escorting them and where necessary excluded from entering these areas.

**3.** All-hours Users. Those users who need to conduct research outside normal hours of operation may be permitted all-hours status, subject to approval. Occupants of the building outside regular hours of operation need to log their presence and departure in case of fire or other emergency.

**4.** Restricted activities. Smoking is not allowed on the premises. No eating or drinking in the NMR chambers or laboratory. The kitchen area and front of house are available, and the nearby Medical School has food and drinks available for purchase.

**5.** Restricted items

The main hazard in the facility comes from the large magnetic fields present around the NMR spectrometers, which are always "on". For this reason, the following items are restricted:

* Clothing: Steel-containing clothing, headgear (e.g. helmets), or footwear such as metal-heeled shoes and steel-toed shoes or boots are not allowed.
* Medical Implants: Anyone with a pacemaker or similar device or with any magnetisable implant should obtain their doctor's advice before entering the building since some areas are in the 5-10 Gauss field. They should not enter secure zones; neither should people requiring the use of wheel chairs, walkers or crutches.
* Anyone entering the secure zone must use the small drop boxes for keys, beepers, wallets & coins, PDAs, pocket knives and mobile phones. Bags or backpacks should be placed where they are not a tripping hazard.

6. Laboratory Use

* Use. All users must leave laboratory space in a clean and tidy state at all times.
* Safety. All Users are required to adhere to general safety rules and to all specific laboratory safety requirements. Lab coats must be worn at all times and gloves when required. Users should not leave the laboratory with lab coat and/or gloves on. Report any accidents and incidents to a member of staff.

**7. Facility alarms:**

* Fire: New users should familiarise themselves with fire exit routes and alarm panels. In case of a fire alarm, leave the building by the nearest fire exit. The assembly point is in front of the NMR Building, across the road and is indicated by a green sign.
* **Fire alarm testing**. Fire alarm system is usually tested every Monday morning between 9am and 10am.
* **Oxygen depletion sensors**: In the case of red flashing beacon and/or audible alarm, exit the affected chamber immediately, close the doors and inform a member of staff.
* **Equipment alarms**: Inform a member of staff immediately.

8. Cryogen refills.

On Tuesdays weekly nitrogen fills are performed. Helium fills are usually performed 6-weekly on Tuesdays and Wednesdays. Visitors are not allowed in the NMR chambers during this time.

9. Acknowledgement.

I hereby acknowledge that I have read, understood and agreed to abide by the contents of this document.

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User Signature User Name (BLOCK CAPITALS) Date

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Institution

Please hand the signed document to Sara Whittaker (office G2, adjacent to the main entrance).