

To Do Before Experiment:

---> **Read This First**

Please read the regulations here and make sure of your understanding and agreement.

---> **Training**

When you wish to be trained to use the IR/Raman spectrometer, please contact Jerry Hu and/or Jaya Nolt. Once you have demonstrated the ability of independent operation of the instrument, you will be given an account. All users are required to read the safety regulations for solvents and hazardous materials, and then to sign that they have read and understood these.

---> **Scheduling of Spectrometer Time**

To sign up for time on the spectrometer, go to <http://faces.ccrcc.uga.edu/> You will be given your log-in information upon completing the training course. Currently, there is no restriction for the amount of time any user can reserve unless there is conflict with other users. Please read our [Policy](#) for more information.

---> **Manuals and Instructions**

Online help is available on the PC running the spectrometer. It is very easy to access and to use and helpful as well. If you wish, hard copy manuals for the equipment can be found on the opposite shelf of the instrument. Do not remove these manuals from the laboratory. Instructions are available for running transmissions IR, photoacoustic IR, ATR, GATR, and Raman. Please contact Jerry Hu or Jaya Nolt for instructions on the diffuse reflectance cell or the quartz cell.

To Do After Experiment:

---> **Recharge Log and Rate**

It is mandatory to fill out the recharge log sheet, on the desk next to the PC, with your name, advisor's name, account number to be charged, the time you log in and off, and the time consumed. The facility is operated on a recharge basis. See [Current Recharge Rates](#).

Less than an hour usage will be accounted for an hour and the actually consumed time will be in effect for the usage of over an hour. Please remember to log off the computer after you are done to avoid unnecessary charge to you account since the time consumed will be also recorded automatically by the computer. Offline data processing is recommended unless online is necessary. Please see Jerry Hu in the later case.

---> **Return Default Setup**

Set the spectrometer back to the Mid-IR transmission mode before logging off the computer. Always make sure that the doors for the sample chamber, beam splitter and detector are closed and locked to ensure that the spectrometer remains dry.

---> **Replace Equipment**

Place all pieces of equipment back in the designated storage areas. If it is essential to remove equipment from the lab, please sign the list on the back of the door stating your name, phone number, email, the name of the equipment that you have borrowed and the room number where the equipment can be found. Return equipment immediately after use.

---> Data Storage

Data should only be stored in the users own data directory. Regular computer disk cleanup, rather than backup, of data will be performed, therefore users are responsible for the storage of their own data. Data may be backed up on a USB drive.

---> Clean-up

Always clean up after experiment. Do not leave samples or personal items in the laboratory.

---> Broken equipment

Please report all broken/faulty equipment to Jerry Hu. Do not phone him at home ((805)692-8928) after 7 pm and during holidays unless it is a real emergency. Leave a note on the spectrometer for the next user describing the problem.

To Know:

---> KBr

Dried KBr will be stored in the vacuum oven. The purity cannot be assured.

---> Balance

A balance is located down the hallway in room 1420.

---> Complaints and Suggestions

Any complaints or suggestions about the way that the lab is managed should be addressed to Jerry Hu. Suggestions on how to improve the running the lab would be greatly appreciated.