

SECNMR Guide for Sending, Storing and Handling NMR Samples

GENERAL

SECNMR is housed in the Complex Carbohydrate Research Center (CCRC) building at the University of Georgia (UGA) and all NMR samples brought in or sent to CCRC must comply with UGA regulations concerning hazardous or bioactive materials. The center has standard laboratories without any special biohazard facilities or equipment. The person preparing and packaging samples is fully responsible for proper documentation of the contents and must have had some basic training in laboratory safety (equivalent to UGA's "Right to Know"; <http://www.esd.uga.edu/rtk/>). In cases where samples are to be shipped, the researcher must follow relevant shipping regulations.

KNOWN OR POTENTIAL HAZARDS

Researchers are responsible for providing a detailed description of samples that contain known toxic or poisonous substances well in advance of their arrival at the facility in order to allow us time to evaluate our capability to handle and store them. The description should include known or suspected toxicity of the sample, any salts or additives in the solution as well as information about the pathogenicity of the source or recombinant organisms that produced the sample. Specific details regarding forbidden substances will be posted on our web site at: <http://secnmr.org/policies/samples.html>

SHIPPING SAMPLES TO SECNMR

Samples should be prepared and shipped in appropriate NMR sample tubes. If they are not, specific arrangements for handling the sample MUST be discussed with the NMR manager in advance. Sample packages must include a sheet containing the description of the sample and buffer and explicit handling and storage instructions (e.g. temperature, light sensitivity, etc.). Any potential hazards in case of spillage or tube breaks must also be detailed, as on an MSDS. Further information, including contact information and an example of proper packaging, may be found at: <http://secnmr.org/policies/shipping.html>

Please arrange time on our spectrometer before shipping and call or email a member of the facility staff (<http://secnmr.org/about/contact.html>) when the sample is shipped so that we know when to expect it.

SHIPPING SAMPLES TO YOU

Samples that are to be returned by mail should have appropriate packaging with correct labels and a pre-paid shipping form. Detailed information such as shipping temperature and preferences should also be provided. See: <http://secnmr.org/policies/shipping.html>

Shipping Address:

SECNMR / CCRC
Attn: John Glushka
University of Georgia
315 Riverbend Rd.
Athens, GA 30602

Other Contact Information:

John Glushka
706-542-4483
glushka@ccrc.uga.edu

This document is available online at: <http://secnmr.org/policies/guide.html>