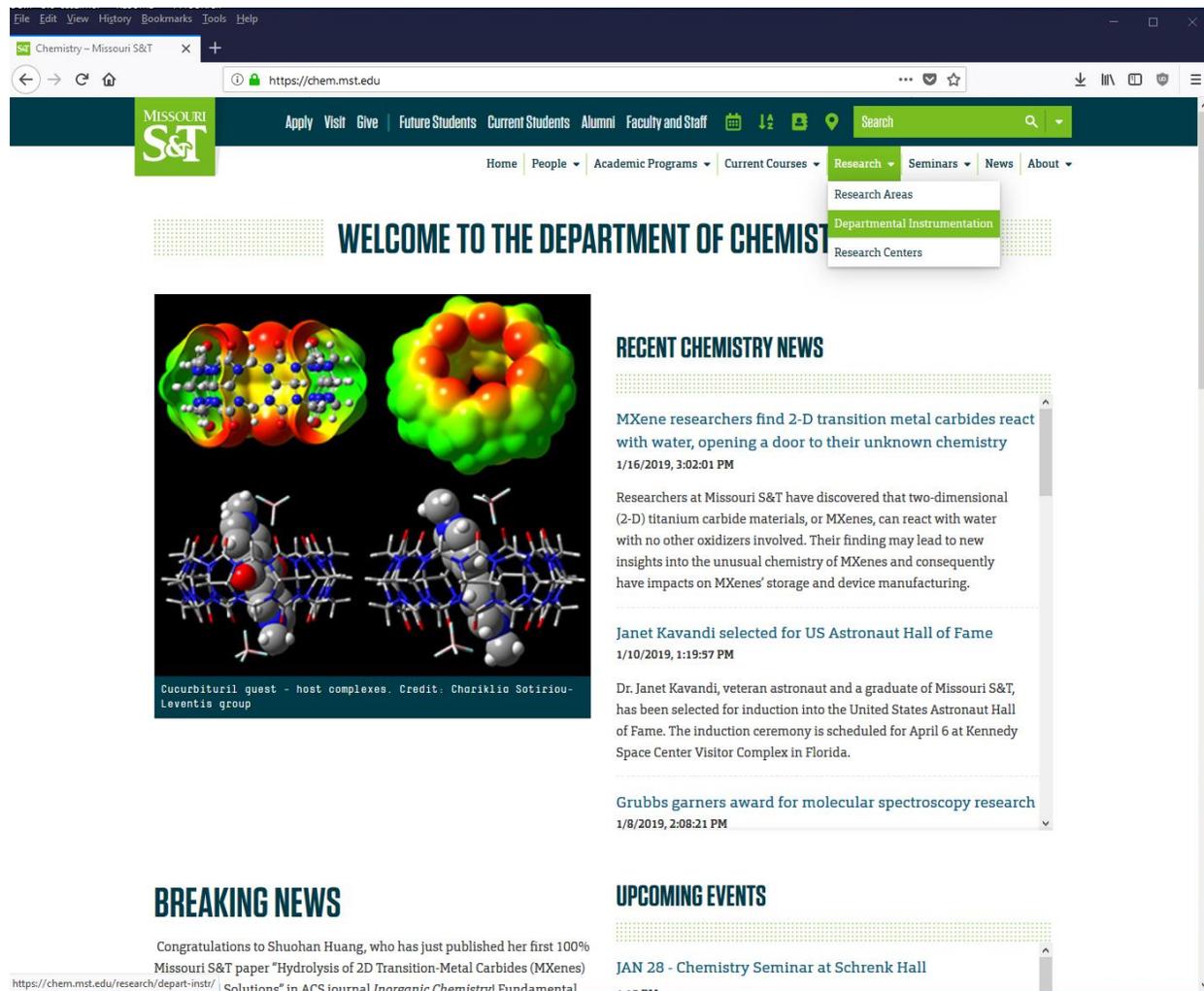


Reservation Tutorial

To make a reservation for a departmental instrument, use the following procedure:

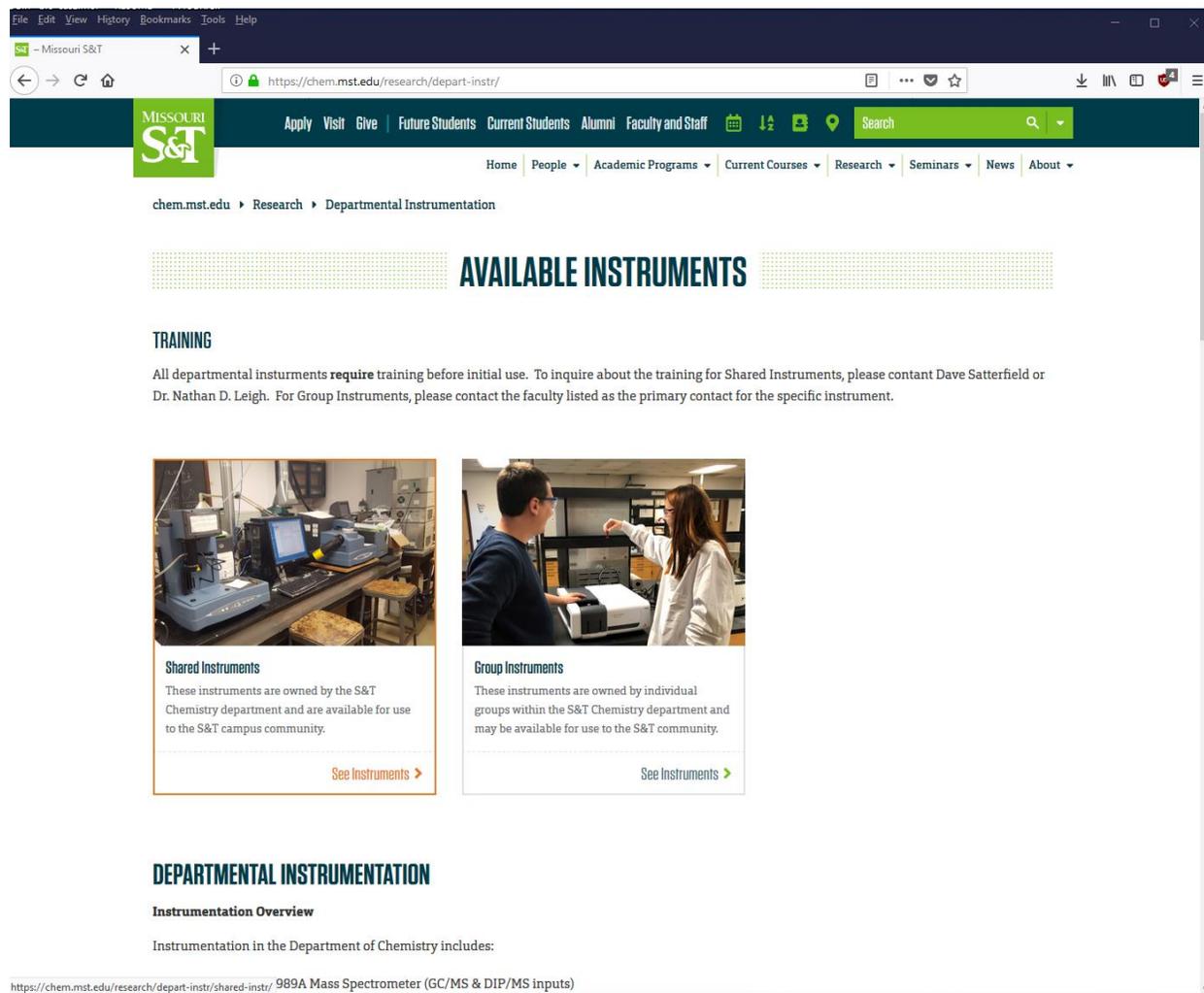
Step 1: Go to the department website, <https://chem.mst.edu/>

Step 2: Mouse over the Research tab in the Site Menu and click Departmental Instrumentation.



The screenshot shows the Missouri S&T Chemistry department website. The browser address bar displays <https://chem.mst.edu/>. The navigation menu includes: Home, People, Academic Programs, Current Courses, Research, Seminars, News, and About. The "Research" dropdown menu is open, showing options: Research Areas, Departmental Instrumentation, and Research Centers. The main content area features a "WELCOME TO THE DEPARTMENT OF CHEMISTRY" banner. Below the banner are four molecular models: two 3D ball-and-stick models of cucurbituril guest-host complexes and two 2D ball-and-stick models of MXene structures. The "RECENT CHEMISTRY NEWS" section includes three articles: "MXene researchers find 2-D transition metal carbides react with water, opening a door to their unknown chemistry" (1/16/2019, 3:02:01 PM), "Janet Kavandi selected for US Astronaut Hall of Fame" (1/10/2019, 1:19:57 PM), and "Grubbs garners award for molecular spectroscopy research" (1/8/2019, 2:08:21 PM). The "BREAKING NEWS" section at the bottom left contains a congratulatory message for Shuohan Huang, with a link to the paper: <https://chem.mst.edu/research/depart-instr/> Solutions" in ACS journal *Inorganic Chemistry*, Fundamental. The "UPCOMING EVENTS" section at the bottom right lists "JAN 28 - Chemistry Seminar at Schrenk Hall".

Step 3: Click “See Instruments” in the Shared Instruments box.



chem.mst.edu > Research > Departmental Instrumentation

AVAILABLE INSTRUMENTS

TRAINING

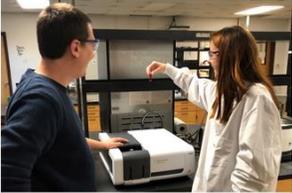
All departmental instruments **require** training before initial use. To inquire about the training for Shared Instruments, please contact Dave Satterfield or Dr. Nathan D. Leigh. For Group Instruments, please contact the faculty listed as the primary contact for the specific instrument.



Shared Instruments

These instruments are owned by the S&T Chemistry department and are available for use to the S&T campus community.

[See Instruments >](#)



Group Instruments

These instruments are owned by individual groups within the S&T Chemistry department and may be available for use to the S&T community.

[See Instruments >](#)

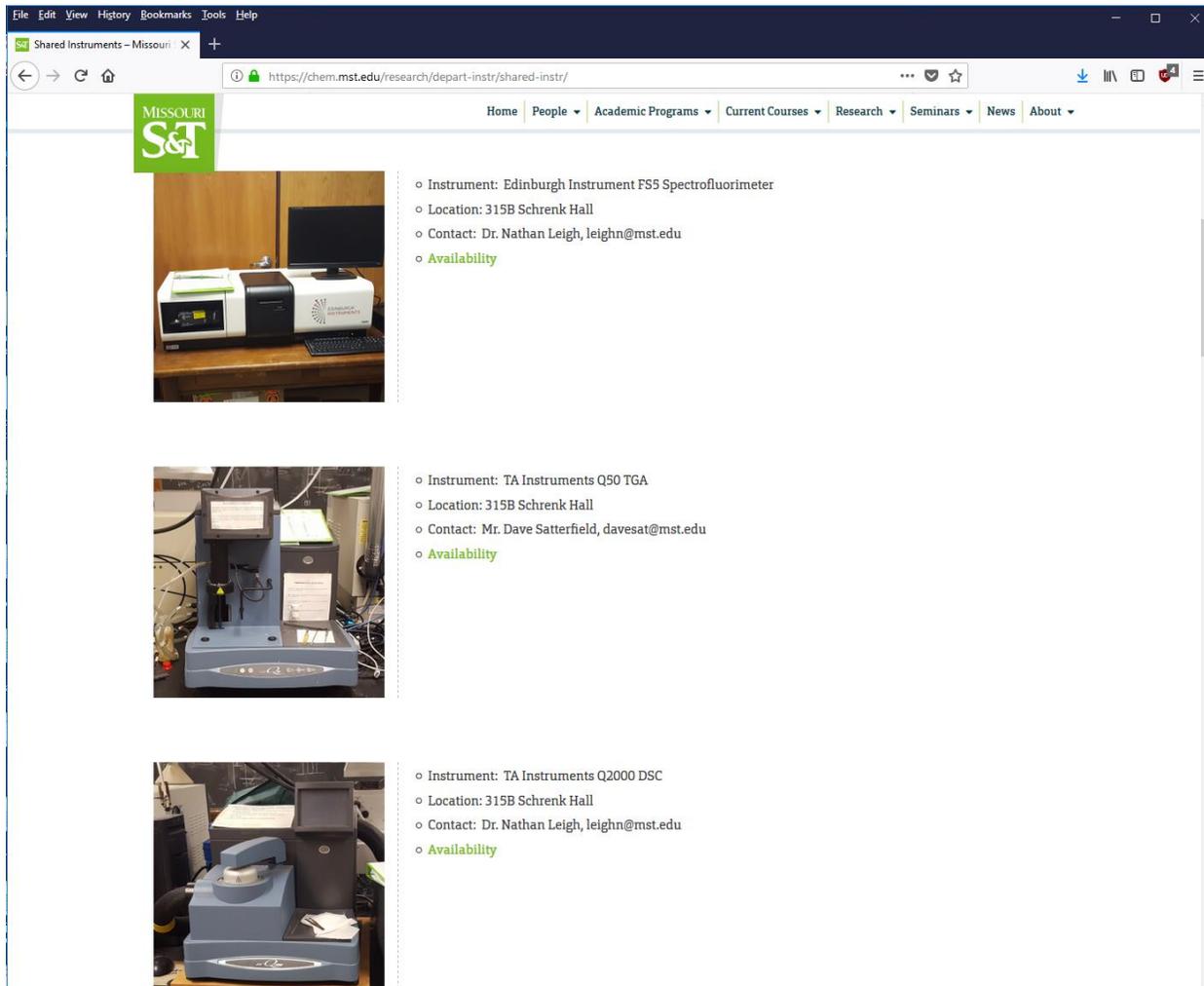
DEPARTMENTAL INSTRUMENTATION

Instrumentation Overview

Instrumentation in the Department of Chemistry includes:

[https://chem.mst.edu/research/depart-instr/shared-instr/989A Mass Spectrometer \(GC/MS & DIP/MS inputs\)](https://chem.mst.edu/research/depart-instr/shared-instr/989A Mass Spectrometer (GC/MS & DIP/MS inputs))

Step 4: In the list, scroll to the instrument in which you are interested. As an example, we will use the TGA.



The screenshot shows a web browser window displaying the Missouri S&T Shared Instruments website. The browser's address bar shows the URL <https://chem.mst.edu/research/depart-instr/shared-instr/>. The website has a navigation menu with links for Home, People, Academic Programs, Current Courses, Research, Seminars, News, and About. The main content area features three instrument listings, each with a photograph of the instrument and a list of details:

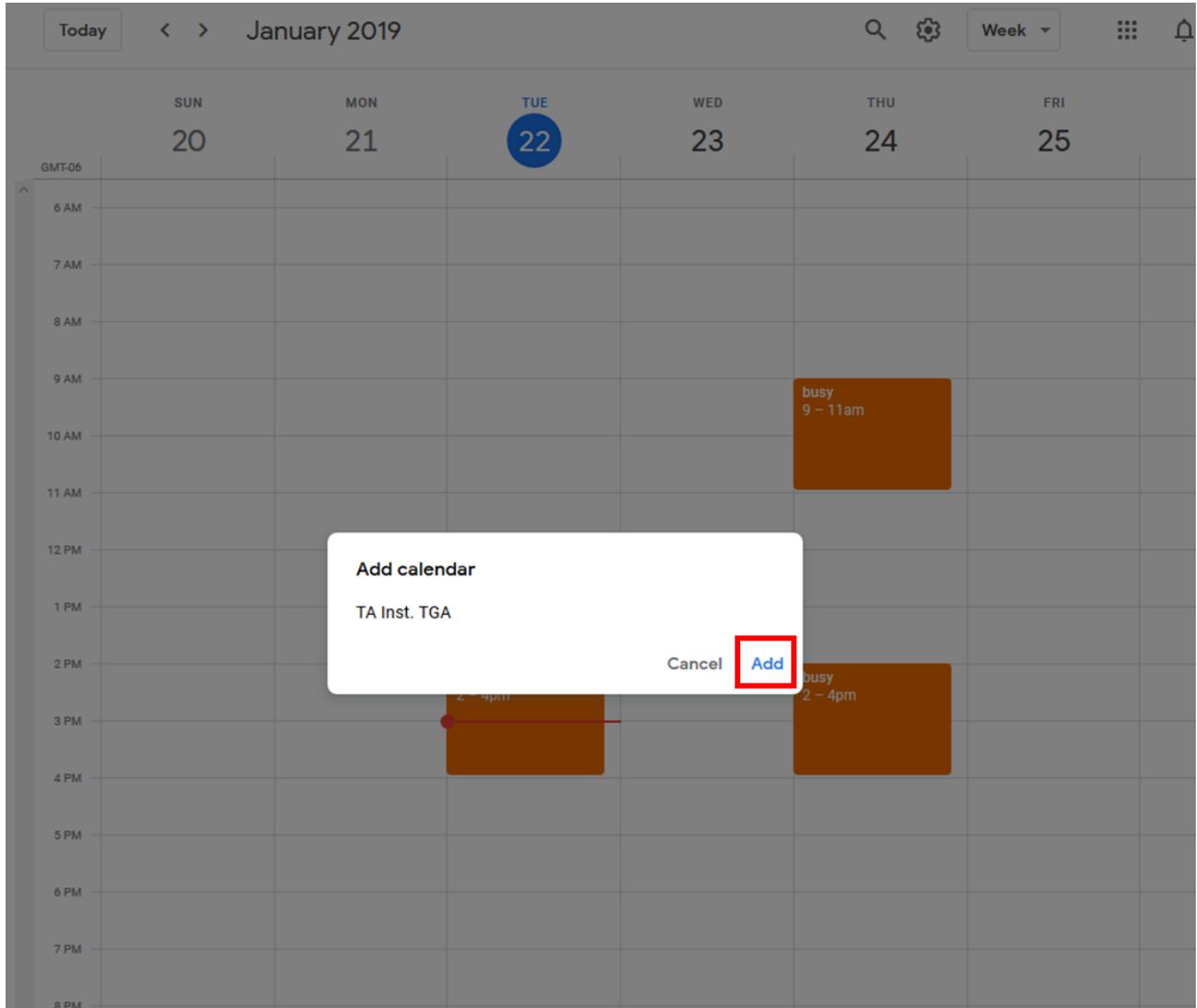
- Instrument:** Edinburgh Instrument F55 Spectrofluorimeter
- Location:** 315B Schrenk Hall
- Contact:** Dr. Nathan Leigh, leighn@mst.edu
- Availability:** [Availability](#)

- Instrument:** TA Instruments Q50 TGA
- Location:** 315B Schrenk Hall
- Contact:** Mr. Dave Satterfield, davesat@mst.edu
- Availability:** [Availability](#)

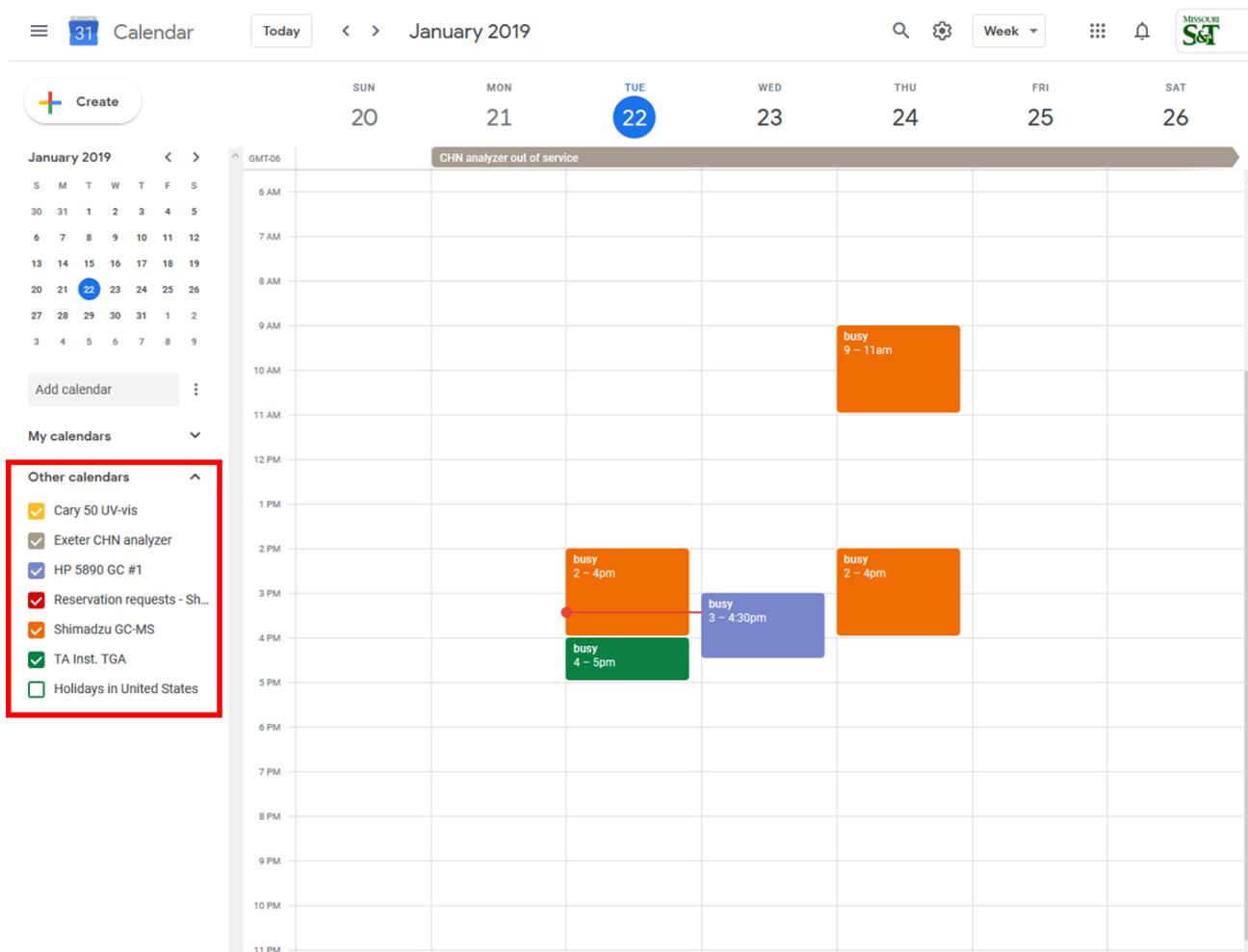
- Instrument:** TA Instruments Q2000 DSC
- Location:** 315B Schrenk Hall
- Contact:** Dr. Nathan Leigh, leighn@mst.edu
- Availability:** [Availability](#)

Step 5: Click the “Availability” button for the instrument. This will open the Google calendar for the instrument. You will be required to sign in with your S&T credentials.

Step 5a: The FIRST time you check the availability for a specific instrument, you will be prompted to add the instrument calendar to your own google calendar. You must click “Add” (highlighted by red box in the image below). Subsequent checks of the availability will not require you to add the calendar.



Step 6: A calendar for your desired instrument will be listed in the menu on the left side of the screen under “Other Calendars” (highlighted by red box in the image below).



When the TGA calendar is checked, any TGA scheduled events will be shown on your calendar in the color that represents the TGA instrument (green). In this example, several instruments are checked and therefore, several different colored events appear on the right. Here, we see the TGA (green) is unavailable between 4 and 5 pm. To show just the TGA events, simply uncheck the other calendars.

Colors for the different instruments can be changed at whim using the drop down arrows in the “Other Calendars” box.

Step 7: When you have confirmed that the instrument of interest is available, a reservation must be scheduled using an online google form. At the top of the shared instrument webpage, information about regulations is included; click on the link “online form” within this section. You will be directed to a google form that can be accessed with your S&T credentials. The google form will request the following information: your name, your department, the name of your advisor, the date for which you are requesting the instrument, start and end times, and a MoCode as explained in the table below. You will also be required to fill out a small section of the google form pertaining to COVID-19 related university policies.

Dr. Leigh or Mr. Satterfield will respond as soon as reasonably possible either to confirm your reservation request or explain why it cannot be made. Requests should be made with sufficient advance notice that there is adequate time for them to see and respond to your request.