

September 18, 2018

To: NMR Facility Users
From: Dr. Michael F. Mayer, Associate Professor and Faculty Advisor to the NMR Facility
Dr. Piotr Dobrowolski, NMR Facility Manager
Linda Rodriguez, Business Manager of the Department of Chemistry and Biochemistry
Re: **NMR Instrument-Use Fees and Payment**

Internal Users (all users that are a part of the TTU Systems)

- NMR spectrometer use will be billed at a rate of \$8.00 per hour for use of either of the JEOL 400 MHz instruments or the Varian 500 MHz NMR instrument.
- For research/teaching groups that incur charges below \$20.00 per month, i.e., >\$0.00 - <\$20.00, a \$20.00 per month minimum will be charged for such use.
- For research/teaching groups that have sporadic NMR instrument use, if no use by a given group occurs within a given month, then no charge will be incurred for that month.
- For research/teaching groups that are heavy users of these NMR instruments, such groups will receive a monthly volume discount and they will not be charged more than \$250 per month.
- Note that fees are incurred only for the duration of use of the actual NMR instruments. Use of the NMR lab computer work stations, e.g., to process FIDs and NMR spectra, is free of charge.
- Internal users should provide valid FOP to the Facility Manager. Charges will be billed on a monthly basis via internal billing.

External Users (all users that are not a part of the TTU Systems)

- External users will be charged \$20.00 per hour for use of instrument time. External users may opt to receive NMR instrument training and thereby avoid additional sample prep and analysis fees.
- External users will be charged an additional \$10.00 per hour for TTU NMR facility-staff time for sample preparation, sample NMR analysis, etc.
- External users will receive a monthly invoice from the Facility Manager. External users can opt to pay via check or credit card.
- Checks should be directed to: Texas Tech University, 1204 Boston Ave, Lubbock, TX 79409
- Credit card payments for invoices received are accepted at: [NMR Spectrometer Invoice](#)
- External users should contact the NMR Facility Manager (Dr. Piotr Dobrowolski, Email: piotr.dobrowolski@ttu.edu) for additional information.

The above rates are the minimum needed to recover instrument maintenance costs specifically related to liquid cryogenes. As the costs for such cryogenes fluctuate, we will continue to review the rates on a quarterly basis and make adjustments as needed.