

**Oh, the Places You'll Go...**  
**Getting Started in the Toste Group**  
03-26-2008

Greetings! The following is meant as a brief overview of common operating procedures in the group, and also as a source to point you in the direction of group members best equipped to help you with specific questions and concerns.

**Requesting an NMR account:**

You will need to fill out an on-line request form; see Asa Melhado (609 Latimer) or Jane Wang (629 Latimer) for further information. New users are initially granted access to the facility in the form of a training account. Once you are comfortable with the spectrometers and the body of knowledge proscribed by the NMR facility staff, you will check out with the facility staff, thus gaining permanent access to the equipment.

**Procuring chemicals:**

You may find that you require chemicals not available in the group. Once you have checked the computerized inventory (located on the Macintosh in 621 Latimer or available for download from the group website) and verified that we do not possess the chemical, there are several options available to you. You should first check the Reuse facility operated by Emery Wilson (Emery@berkeley.edu) – [https://chemapps.berkeley.edu/xnet/CF\\_Reuse\\_Search/login.cfm](https://chemapps.berkeley.edu/xnet/CF_Reuse_Search/login.cfm). The facility provides chemicals free of charge, and is therefore a preferable alternative to purchasing. Alternatively, you may ask a member of another lab to check their inventory (please be courteous and promptly return the item, and reorder it if you use most or all of it). If you are unable to locate the chemical you need, chemical ordering is the domain of Cole Witham (629 Latimer). Print out an order form (found on the members section of the Toste website), and write down your name, the chemical name, CAS number, catalog number, cost, and amount desired and leave that information in the envelope located on Cole's desk.

**Documenting chemical procurement:**

Chemicals that are ordered commercially are documented and entered into the group inventory by Greg Hamilton (611 Latimer). If you obtain chemicals in any other fashion, (e. g. from reuse) then you are responsible for informing the inventory czar of your acquisitions. Fill out an order form, indicating where you obtained the item, and leave this form on Greg's desk. If you empty

an item in our inventory, you must inform Greg of this by either writing “Reordered” on the order form you give to Cole, or leave a filled-out order form for the item on Greg’s desk with “Empty” on it (if not reordering).

**Building Access:**

You will need to obtain keys for Latimer Hall, the NMR facility, and our labs from Donna Kolba in 119 Gilman Hall. The hours when you can receive keys are subject to change, and are posted on the door to 119 Gilman.

**Computers:**

We cater to both mainstream computer preferences; the group room has both a Mac and a PC. Crossfire and SciFinder are available for download onto your personal computer from the Chemistry library website (<http://lib.berkeley.edu/CHEM/>). Be aware that file downloads and uploads may be monitored by the university, so don’t do anything stupid. Campus security has paid visits to members of other labs for simply browsing bittorrent sites, and we don’t want to have to explain to Dean why your lab got cut off from the interpipes for two weeks. Also, be sure that you have updated anti-virus and firewall software (available free of charge from [software.berkeley.edu](http://software.berkeley.edu)). Any questions about computers or the website should be directed to Steven Sethofer (611 Latimer). Also please note that NMR data should be backed up fairly often, as the NMR data server downstairs keeps the data for about a month. Please see Steve for assistance in backing up your data.

**Contact People for Some of Our Kick-ass Equipment:**

**Glove Box:** Dan Gray (605 Latimer)

**Chiral GC:** Cole Witham (629 Latimer)

**Chiral HPLC:** Greg Hamilton (611 Latimer)

**GCMS (Bergman Group):** See Mike Gribble, or Vince Chan

**Other things to do:**

**Get group meeting schedule, minimeeting schedule, order forms, etc.:** Group Website

**Get on the group email list and get the website password:** Steven Sethofer (611 Latimer)

**Provide emergency contact into:** Pete LaPierre (508 Latimer)