

Mass Spectrometry Research Facility Local Rules

(Updated 19/04/21)

The following are rules relating specifically to the *Mass Spectrometry Research Facility* (MS-SRF) operating within the Department of Chemistry COVID-19 local rules. The MS-SRF is open but with restricted access; please see the front page of the website (<https://massspec.chem.ox.ac.uk/>) for the most up to date information.

The following provides local rules in place for the following four functions of the MS-SRF:

1. **Use of Open Access Instruments (ground floor MS room)**
2. **Sample Submission services (1st floor MS room)**
3. **Use of trained-user instruments (basement and 1st floor MS rooms)**
4. **Instrument training**

The following rules are to facilitate safe and fair access to instruments and services for users and staff. Two general points to note:

- All interactions with MS staff relating to running samples, instrument issues etc. should take place by email, Teams chat or video call. Please make contact by emailing an individual member of the MS staff or msstaff@maillist.chem.ox.ac.uk.
- Entry into the basement MS lab is prohibited unless you have time booked on a trained-user instrument **and the lab occupancy rules are adhered to**. The MS Facility lab must never be used as a thoroughfare.

1. Open Access Mass Spectrometers

- Only one person at a time can use the 'MS Open Access' room on the ground floor. Access to the instruments will now be controlled using the instrument booking system (MS Open Access: <https://booking.chem.ox.ac.uk/day.php?&area=25>). Bookings can be made in 10 minute slots, up to 24 hours in advance, with a maximum of 3 bookings per day. To gain access to the booking system please email: john.walsby-tickle@chem.ox.ac.uk with your single sign on (SSO) and research group. The door to the room will be kept open (please leave it open) at all times to facilitate entry and exit, and make it easy to monitor whether the room is occupied.
- Hand sanitiser is provided and should be used before and after entering the room. New gloves also provided should be worn at all times when handling the instruments and may also be used on the instrument control PCs. Gloves should be disposed of when exiting the room.
- The room may need to be closed for instrument maintenance and cleaning. When this takes place a sign will be placed on the door and the door locked.

2. Sample Submission Services

- Submission of samples to the accurate mass and alternative ionisation services will now use electronic sample submission with sample drop off times between **7am and 2.30pm** in the sample submission fridge located in the 1st floor mass spec room. Please see the MS-SRF website for updated details on how to submit samples.
- Please note from **3pm-10pm** the 1st floor mass spec room will be used for access to trained-user mass spectrometer systems, via the instrument booking system, and will be limited to one person using the room at a time.
- Results from submission services will be delivered by email, however, it may take longer than usual for results to be returned. Until further notice the 24 hour guidance for sample turnaround times is suspended.
- No regular proteomics submission service will be available until further notice.
- MS staff support for trained-user proteomics and metabolomics will continue with introduction to software and protocols in due course.

- All proteomics and metabolomics which requires sample analysis to be carried out by a member of MS-SRF staff, will be through consultation and agreement under a collaborative framework. Enquiries should be emailed to Elisabete Pires (elisabete.pires@chem.ox.ac.uk) and using Teams for subsequent discussions.

3. Trained-user Instruments (basement and 1st floor MS rooms)

- The majority of trained-user MS systems will be available for booking as usual in the basement, LG and 1st floor MS Facility labs. However, only **4 people (+ a member of MS Staff) will be able to use the basement MS lab** at a time and **1 person in the satellite MS rooms on the lower ground floor, ground floor and 1st floor.**
- Before entering any of the MS labs, users must check that they will not exceed the lab occupancy.
- Users who wish to use the instruments in the basement MS lab must book time using the usual trained-user booking system (<https://booking.chem.ox.ac.uk/day.php?area=9>).
- No sample preparation will be permitted in the MS-SRF instrument rooms unless predesignated sample preparation spaces have been specifically booked for this purpose. **All samples must be prepared prior to entry into the MS-SRF labs where possible.**
- You may only enter the basement MS room when you have a trained user instrument booked. You should leave enough time to sanitise your workstation before and after your booking. Please do not arrive early or overlap with other users.
- Hand sanitiser should be used before and after entering the MS labs. New gloves should be worn at all times when handling the instruments and these may also be used on the instrument control PCs. Gloves should be disposed of when exiting the room, after the workstation has been sanitised.
- All data reprocessing computers in basement labs will be available by remote access only and can be accessed via a booking system. If you would like to use these please contact John Walsby-Tickle (john.walsby-tickle@chem.ox.ac.uk) to request access.
- Please be aware that MS-SRF staff may have to cancel instrument bookings without notice and can restrict access to the labs for maintenance, cleaning and service work.

4. Instrument Training

- Training for sample submission services and open access MS systems will be run regularly, please contact Victor Mikhailov (victor.mikhailov@chem.ox.ac.uk) to arrange training.
- We have online training set up for most of the trained-user instruments, please contact John [Walsby-Tickle \(john.walsby-tickle@chem.ox.ac.uk\)](mailto:john.walsby-tickle@chem.ox.ac.uk) to request training.

We thank you for your cooperation, best wishes, MS Staff