

# Mass Spectrometry Research Facility Open Access System Rules

(Updated 07/10/20)

The following rules are to facilitate safe and fair access to **open access MS systems** on the ground floor. 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 MS staff or [msstaff@maillist.chem.ox.ac.uk](mailto:msstaff@maillist.chem.ox.ac.uk).

Please note that 'Open Access' MS systems on the ground floor **must now be booked on the instrument booking system** (as for other Trained-user systems) and the maximum number of people in the open access room at any one time is 1 person. **Please do not enter the open access lab if someone is already there. Please wait for them to leave before entering.**

## Access to Open Access Mass Spectrometers

- Access to the instruments is via the instrument booking system (new 'MS Open Access' booking area): <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 ([john.walsby-tickle@chem.ox.ac.uk](mailto: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 will need to be closed for maintenance of instrumentation and cleaning. When this takes place a sign will be placed on the door and the door locked.
- Only one person at a time can use the 'MS open access' room on the ground floor.
- Please be aware that MS-SRF staff may have to cancel bookings without notice.

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