

Mass Spectrometry Research Facility Trained-user System Rules

(Updated 19/04/21)

The following rules are to facilitate safe and fair access to trained-users instruments for users and staff. 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. Entry into the basement Mass Spectrometry lab is prohibited unless you have time booked on a trained-user instrument at that time **and the lab occupancy rules are adhered to**. Using the MS basement lab as a thoroughfare is also not allowed.

Please note the maximum occupancy of MS labs is currently as follows:

- Basement MS Lab: **3 people** (room requires booking as detailed below)
- Ground Floor MS Lab: **1 person** (room requires booking)
- 1st Floor MS room: **1 person** (restricted usage to allow service sample submission between 7am-2.30pm)

Use of Trained-user MS Systems (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.

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