Mass Spectrometry Research Facility Trained-user System Rules

(Updated 23/11/20)

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/or have booked one of the 3 available room booking slots. 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**: 2 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 3 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.
- As well as booking instrument time, using the usual trained-user booking system ([https://booking.chem.ox.ac.uk/day.php?area=9](https://booking.chem.ox.ac.uk/day.php?area=9)), users who wish to use the basement MS lab must also now book time in the ‘CRL Basement MS Room’: [https://booking.chem.ox.ac.uk/day.php?area=28](https://booking.chem.ox.ac.uk/day.php?area=28). Each user is limited to a maximum of 6 half-hour bookings per day. Users may make bookings back-to-back if additional time is required. These timings will be continually reviewed to ensure fair access for all MS-SRF users.
- 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 meeting MS room when you have a trained user instrument booked and/or have booked access to the room at that time. 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 including basement room. 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.
- Note some restrictions have been placed on when instruments or space in the lab can be booked (and therefore whether people are able to enter the basement MS lab); this is to allow cleaning and service work in these rooms. Timings may change but currently no users should enter the labs between 2-2.30pm Tuesday-Wednesday and 2-3pm on Monday, Thursday and Friday.
- 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](mailto:john.walsby-tickle@chem.ox.ac.uk)) to request access.
- Please be aware that MS-SRF staff may have to cancel instrument and room bookings without notice.
- We are developing new ways of delivering training for our trained-user instruments and we will release information on these sessions in due course.

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