

Mass Spectrometry Research Facility Local Rules

(Updated 03/09/21)

Following the Department's announcement regarding the reduction in COVID-19 measures as of Monday, 6th September, the Mass Spectrometry Research Facility (MS-SRF) is also easing some existing local rules. Please continue to check the front page of the website (<https://massspec.chem.ox.ac.uk>) for the most up to date information.

The following are rules relating specifically to the MS-SRF labs and use of instruments and services. In general, the occupancy limits and social distancing requirements in the basement, ground and 1st floor MS labs will no longer apply from Monday, 6th September. However, for the time being, due to the limited space and airflow in these labs, we will still **require the use of a face covering** for all users of the facility. We also ask you to be considerate of those who wish to still keep a social distance while using our labs.

The following local rules still apply 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**

Where possible, interactions with MS staff relating to running samples, instrument issues etc. should continue to 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.

1. Open Access Mass Spectrometers

- The requirement to book the MS Open Access room no longer applies. MS Staff may still restrict access to the room for cleaning or maintenance purposes, with no prior warning.
- Hand sanitiser is provided and should be used before and after entering the room. **Gloves and a face covering should be worn at all times** while inside the ground floor MS room.

2. Sample Submission Services

- Sample submission forms will remain electronic, following the guidance on the MS-SRF website (<https://massspec.chem.ox.ac.uk/esi-accurate-mass>). Samples can be logged and dropped off at any time in the 1st floor MS room.
- Hand sanitiser is provided and should be used before and after entering the room. **Gloves and a face covering should be worn at all times** when submitting samples.

3. Trained-user Instruments

- Trained-user MS systems will be available for booking as usual in the basement, LG and 1st floor MS labs.
- Hand sanitiser should be used before and after entering the MS labs. Users must sanitise their workstation before and after use. **Gloves and a face covering should be worn at all times** when using the instruments. Gloves should be disposed of when exiting the room, after the workstation has been sanitised.
- All data reprocessing computers in basement labs will remain as remote access systems 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.
- Trained-user instrument familiarisation will be performed after initial online training. Please contact John Walsby-Tickle (john.walsby-tickle@chem.ox.ac.uk) to request training.

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