Mass Spectrometry Research Facility local rules: CRL Pilot

(Updated 03/06/20)

The following are local rules relating specifically to the Mass Spectrometry Research Facility (MS-SRF) during the CRL return to work pilot scheme. The Facility has now been re-opened but with restricted access; please see the front page of the MS Facility for the most up to date information during the CRL pilot.

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 point 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 Mass Spectrometry lab is prohibited unless you have time booked on a trained-user instrument at that time. Using the MS Facility lab as a thoroughfare is also not allowed.

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 15 minute slots, up to 24 hours in advance, with a maximum of 2 bookings per day. To gain access to the booking system please emails 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.

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 8am and 2pm Mon-Fri in the sample submission fridge located in the first floor mass spec room. Please see the MS Facility Website for updated details on how to submit samples.
- Please note from 2pm-8am daily the first 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. **Do no drop off samples during outside of 8am-2pm daily.**

- Results from submission services will be delivered by email in the usual way, 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 (but not during the Pilot).
- All proteomics and metabolomics sample analysis that is carried out by the MS-SRF staff will be through consultation and agreement under a collaborative framework going forward. Initial enquiries should be made with Elisabete.pires@chem.ox.ac.uk by email and using Teams for subsequent discussions.

3. Use of Trained-User Instrument (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 2 people will be able to use the basement MS labs at a time and 1 person in the satellite rooms on the LG, ground and 1st floors.
- You may only enter the **basement meeting** room when you have a trained user instrument booked at that time. You should leave a 10 minute gap at the start of your booking to allow the previous user to complete their work on the instrument and leave before you arrive. Please do not arrive early or overlap with other users.
- For LC-MS systems mobiles a choice of phases will be provided by MS staff and topped up on a daily basis. The following will be available: 95% ACN 0.1% FA, 95% MEOH, 0.1% FA and Milli Q water (0.1% FA).
- Xevo G2 Oligo LC-MS will have ion-pairing agents prepared on a weekly basis as usual.
- Use of other mobile phases on all trained-user instruments is prohibited during the CRL Pilot.
- All samples must be prepared prior to entry into the MS-SRF labs.
- No sample preparation will be permitted in the MS-SRF instrument rooms unless pre-designated sample preparation spaces have been specifically booked for this purpose.
- Basement MS lab trained user instrument control PCs will be re-spaced to ensure >2m apart.
- Hand sanitiser provided 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.
- Note some restrictions have been placed on when instrument can be booked (and therefore whether people are able to enter the basement MS labs): Timings may change but currently no users should enter the labs between 2-2.30pm Monday-Thursday and 2-3pm on Friday.
- All data reprocessing computers in basement labs will be available by remote access only as used via a booking system. If you would like to use these please contact John to request john.walsby-tickle@chem.ox.ac.uk
- Please be aware that MS-SRF staff may have to cancel instrument bookings without notice.
4. Instrument Training

- No instrument training will be provided for new users by MS-SRF staff during the CRL pilot.
- New ways to provide introductions and training will be developed in the next weeks and will become available in due course.

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