Trained-user Mass Spectrometer local rules: CRL Pilot

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 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.

Please note the maximum occupancy of MS labs is as follows during the CRL Pilot:

Basement MS Lab: 2 people
Ground Floor MS Lab: 1 person (open access require booking)
1st Floor MS room: 1 person (restricted usage times)

Use of Trained-User Mass Spectrometer 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 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.