

Facility Name: Mass Spectrometry Facility

Facility Location: Merkert Chemistry Room 101

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Facility Overview: The Mass Spectrometry Facility provides service, training, and support to faculty across multiple science departments for small molecular and proteomics applications. The measures outlined below should not affect the general running of the mass spectrometry facility a great deal, as most of the samples are being run by the Director. Sample drop off procedures have been modified, as has instrument usage by trained users.

Ramp-Up Plan

Part 1: Physical Space Considerations

- a. Access to the mass spectrometry facility will be limited to the front entrance for sample submission initially.
- b. Both sides, as you walk into the lab has been cordoned for sample submission only, with access limited to one person at a time.
- c. New washable keyboards and mice have been ordered and are in place. These all have a smooth surface, which should allow me to wipe them down more easily.

Part 2: Instrument Considerations

- a. All instruments are currently in the stand-by mode and are ready to go.
- b. Calibrations are carried out daily by Director with suitable calibrants and QC samples.
- c. All surface within the mass spectrometry facility will be cleaned every hour on the hour, by the Director with 70% ethanol solution.
- d. Any packages arriving at the facility, will be immediately emptied and cleaned as they arrive within the facility, all waste packaging being placed into the trash bins outside the facility.

Part 3: Initial Operations

- a. All instruments during the initial phase will be run by myself, in order to maintain physical distancing.
- b. Sample drop off will continue as is with a slight modification, any person dropping off samples will have to e-mail prior to entering the facility, stating a time for sample submission and will not be allowed into the lab until they have received an e-mail in return. Submitted samples will be submitted within the facility in a suitably provided drop off box.
 1. Fill out sample submission form, one per sample.
 2. Once forms have been printed and vials labelled, e-mail domin@bc.edu that you are ready to drop of samples. **DO NOT COME TO DROP OFF SAMPLES UNTIL YOU RECEIVE AN EMAIL RESPONSE FROM THE FACILITY DIRECTOR.**
 3. Enter the lab and leave samples in the provided tray – Samples will me entered into database by facility staff. **USERS SHOULD NOT ENTER ANYTHING INTO THE DATABASE THEMSELVES.**

n.b. During the initial phase, sample submissions will be limited, from 9.00 am – 12.30 pm.
- c. Access restricted to the front of the lab only.

- d. All user access to the facility for sample drop-off and eventual instrument utilization will be managed electronically by facility Director
- e. No in person training will be carried out, until it is safe to do so, and allowed under the schools return to work policy.

Any other concerns or considerations:

Cleaning supplies will have to be placed in and around the lab, to allow cleaning when and where required.