CIF User Guide during Phase 1A under CV-19

Updated May 29, 2020

The CIF will operate in Full-Service mode only during Phase 1A, meaning samples will be analyzed by CIF staff. Exceptions may apply where appropriate (contact CIF lab managers). Self-service rates will apply.

PLEASE FOLLOW THESE 5 STEPS FOR REQUESTING SERVICE, SUBMITTING SAMPLES AND COMMUNICATING WITH CIF STAFF:

STEP 1
Request service through iLab “Request Service”. A service request form is available for each of the CIF lab sections. Excel fill-out forms will be available in the service request to provide detailed information on sample ID, sample prep and experimental conditions. [NMR USERS: please submit only ONE service request. Please update your standing service request for all your full-service needs during Phase 1A]

STEP 2
Use “Slack” to schedule sample drop off with CIF staff. Join here: https://join.slack.com/t/csu-arc/signup. For more info: Slack User Guide. Join relevant lab and instrument Slack channels to stay informed about general lab or instrument specific updates.

STEP 3
Drop off your samples on agreed drop-off times (day of analysis). Sample drop-off and pick-up stations are located outside every CIF lab. Register there with your name and reference your iLab Service ID (format: CIF-MK-2336).

STEP 4
Remote PC access will be available on most instrument PCs to allow trained users to setup and monitor experiments remotely. Please coordinate through Slack.

STEP 5
Please follow signage on access doors about proper PPE and social distancing. CIF entrance will be limited to scheduled appointments only.