

# ARC-MMA USER GUIDELINES DURING COVID-19 / SARS-2 PANDEMIC

PHASE 2 – RAMP UP PHASE

*Updated March 1, 2021*

## TABLE OF CONTENTS

<b>CONTEXT FOR OPENING IN MIDST OF COVID-19 PANDEMIC.....</b>	<b>3</b>
<b>STAGING THE PHASING IN OF RESEARCH SERVICES .....</b>	<b>3</b>
<b>PHASE 2: RAMP UP.....</b>	<b>3</b>
<b>PHASE 3: RETURN TO FULL OPERATIONS.....</b>	<b>3</b>
<b>PHASE 2 GUIDELINES.....</b>	<b>3</b>
<b>CSU BASE LINKS AND DOCUMENTS .....</b>	<b>3</b>
<b>GENERAL SAFETY PROTOCOLS .....</b>	<b>3</b>
USE OF PPE .....	3
USE OF DISINFECTANTS AND SANITIZER.....	4
SOCIAL DISTANCING .....	4
TRAFFIC PATTERNS AND OCCUPANCY LIMITS IN LABORATORY.....	4
<b>INSTRUMENT SCHEDULING AND SERVICE REQUESTS .....</b>	<b>5</b>
<b>COMMUNICATIONS AND REMOTE OPS .....</b>	<b>6</b>
ILAB .....	6
SLACK .....	6
REMOTE PC .....	6
<b>STAFF SUPPORT .....</b>	<b>6</b>
<b>INSTRUMENT TRAINING .....</b>	<b>6</b>
<b>LABORATORY SPECIFIC GUIDELINES.....</b>	<b>8</b>
<b>CHEM1 SPECIFIC GUIDELINES.....</b>	<b>8</b>
ROOM OCCUPANCY LIMITS.....	8

CHEM1 ACCESS RULES FOR SELF USERS.....	10
CHEM1 NMR ACCESS RULES.....	10
5 STEP GUIDANCE FOR CHEM1 NMR WALK-UP USERS .....	11
C4 (X-RAY LAB) ACCESS RULES FOR SELF USERS .....	12
<b>CRB 109 SPECIFIC GUIDELINES.....</b>	<b>13</b>
ROOM OCCUPANCY LIMITS .....	13
CRB 109 ACCESS RULES FOR WALK-UP LTQ USERS .....	13
CRB 109 ACCESS RULES FOR WALK-UP NMR USERS .....	13
5 STEP GUIDANCE FOR CRB 109 WALK-UP NMR USERS.....	15
<b>CRB 204L SPECIFIC GUIDELINES .....</b>	<b>16</b>
SCHEDULING OF BRUKER D8 QUEST SCD IN 204L, CRB (BY TRAINED USERS) .....	16
SAFETY AND PPE.....	16
 <b><u>ACCESS QUIZZES .....</u></b>	 <b><u>17</u></b>
 <b>CHEM1 ACCESS QUIZ.....</b>	 <b>17</b>
<b>CRB 109 ACCESS QUIZ .....</b>	<b>17</b>

## CONTEXT FOR OPENING IN MIDST OF COVID-19 PANDEMIC

The Analytical Resources CORE, ARC, is enabling a return to normal research service activities, consistent with best safe practices during the pandemic. The return to a normal routine will take place in stages. As we learn more about the SARS-2 / Covid-19 viral pandemic then this will guide our response.

## STAGING THE PHASING IN OF RESEARCH SERVICES

Please watch for, observe and pay attention to notices, signage etc. that will provide up to date information about the MMA Staging and your personal responsibilities, our expectations during that stage.

### PHASE 2: RAMP UP

As of July 20, 2020, we have begun rolling out our Phase 2 operations. These are providing more of our traditional, self-service operations in most laboratory areas that can be carefully monitored and controlled so that we reduce the potential for spread of Covid-19.

### PHASE 3: RETURN TO FULL OPERATIONS

This would be the pre-Covid-19 operational model, allowing full access to trained users in all laboratories, tours for visitors, in-person training, classroom group exercises, etc.

## PHASE 2 GUIDELINES

### CSU BASE LINKS AND DOCUMENTS

[CSU COVID links](#)

[OVPR Documents & Links](#)

### GENERAL SAFETY PROTOCOLS

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#### USE OF PPE

We will be limiting the number of people in the lab so that we can practice safe social distancing. Watch for postings regarding maximum lab occupancies and limited hours of operation. We will follow the emerging and fluid guidelines provided by our administration that may include sentinel testing, skin temperature measurements, live virus exposure, antibody presence, etc. Sanitizer solutions will be available at every station. Disinfections of heavily touched surfaces and benches will be done by MMA staff 3x per day.

We require that you wear a mask in our MMA laboratories during this time, and until further notice for two reasons, this reminds everyone you come in contact with that the virus potential has not been depleted and helps reduce the viral load spread from the breath of individuals who are unwitting, or asymptomatic carriers of covid-19. Everyone is expected to practice these measures so that we can reduce exposure and viral loads. Masks also remind us that a primary infection route is by picking up virus on your hands, then touching your face. The mask helps you to stop this infection behavior. Masks should cover mouth and nose.

Updated March 1, 2021

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## USE OF DISINFECTANTS AND SANITIZER

Use sanitizer solutions provided to disinfect hands prior to entering the lab and before using equipment.

Sanitizer solutions will be available at every station. Use sanitizer solutions provided to disinfect hands prior to entering the lab and before using equipment.

Wipe down workstations (keyboard, mouse, other surfaces) prior to leaving the lab.

Never wear gloves while using the keyboard or mouse.

Where provided, please remove and dispose of cellophane covers over, e.g., keyboards after your use and replace with new sheets from roll provided.

We are making an effort to provide personal use, 2 oz bottles of disinfectant solution to everyone that comes into the MMA, originally this was courtesy of Dr. Karen Dobos Group and the OVPR. Keep with you at all times. If available, please take one. Look for refill stations.

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## SOCIAL DISTANCING

We will be limiting the number of people in the lab so that we can practice safe social distancing.

Do Not Congregate around instruments or around our sample submission stations. Conduct your business and leave.

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## TRAFFIC PATTERNS AND OCCUPANCY LIMITS IN LABORATORY

Pay very close attention to traffic control patterns as they will evolve over the course of our return to full service.

We will limit the number of people in each MMA laboratory to allow for physical distancing of 6 feet between people. This will be the final determining factor of the capacity of any space.

Room-specific guidelines on traffic patterns and occupancy limits can be found for CHEM1 and CRB laboratories below.

## INSTRUMENT SCHEDULING AND SERVICE REQUESTS

We are now allowing self-use on all self-use MMA instruments. For these, regular reservations can be made by trained users using the ilab equipment calendars, similar to pre-Covid.

ARC MMA will continue to offer full service to researchers. Requests for full service analysis can be made through iLab. Samples have to be dropped off on the sample submission tables outside the basement laboratory.

### **Conditions for use and access that may be imposed, include:**

- ❖ *Remote Operations may be required where access is provided to load sample(s) and then the investigator returns to their remote location. MMA provides RemotePC access to computers for remote control of instruments or data processing.*
- ❖ *Limited access provided to small group of investigators. Staff may arrange for appropriate time on an instrument in consultation with a research group to allow a limited number of dedicated investigators access. This will limit traffic in the ARC spaces.*
- ❖ *First-come-first-serve remains the default mode of prioritization for scheduling instrument time/services.*

## COMMUNICATIONS AND REMOTE OPS

### ILAB

ILab will be used for requesting, scheduling, and recording instrument time.

### SLACK

Slack will be used as the communication platform for users and MMA staff. I.e. When entering MMA laboratories for self-use of instruments, users must message the #mma-xx-xxx channels to alert the user base and MMA staff both when entering and leaving the laboratories.

Join here: <https://join.slack.com/t/csu-arc/signup>. For more info: [Slack User Guide](#). Join other relevant lab and instrument Slack channels to stay informed about general lab or instrument specific updates.

### REMOTE PC

ARC-MMA provides RemotePC software on all instrument computers and workstations, to give users the ability to manipulate instrument experiments, access data, and perform data processing remotely from their own computers. Please request access by contacting any of the MMA staff.

### ARC LOCAL RESEARCH SAFETY TEAM

ARC-MMA provides users access to general MMA user guidelines, lab access quizzes, instrument SOPs and instructional movies through a VPR hosted MS Teams Local Research Safety Team (LRST) "[VPR Core ARC LRST](#)".

## STAFF SUPPORT

ARC staff continue to be available to students, research personnel and faculty by appointment, Teams, Zoom, Slack, etc.. In person visits may also be possible by pre-arrangement with staff, following guidelines and directives for these activities.

## INSTRUMENT TRAINING

Training is offered again on all self-use instruments, through a combination of virtual and in-person instruction. Training can be requested in iLab.

The MMA is developing online instructional (SOP) videos for multiple self-use instruments. Some of these are already being used in new user training, to reduce the in-person training time which is focused on proficiency testing.

- For in-person training that requires researchers to be closer than 6ft, researchers will be expected to wear a face shield and face mask; groups will be limited to 2 trainees per session (or only 1 trainee in our smaller spaces); and close contact will be kept at a minimum.

- Close (within 6ft) contact will be kept to a minimum and only for essential parts of the training, for example to look at a part of the instrument or software, and then step back to keep as much distance as possible.
- If users do not already have their own face shield, disposable ones will be provided by the ARC for users during training.
- Eye protection is still required when wearing a face shield during training.
- On appropriate platforms, virtual training will still be our first approach to reduce the in-person training time.

## LABORATORY SPECIFIC GUIDELINES

### CHEM1 SPECIFIC GUIDELINES

#### ROOM OCCUPANCY LIMITS

Maximum occupancies per MMA lab room in CHEM1:

CHEM1 Room number	Lab	Maximum occupancy
<b>C3</b>	400NMRs, Materials, Spectroscopy	10
<b>C3A</b>	Magnetics (MPMS/PPMS)	2
<b>C3E</b>	500NMR	3
<b>C4</b>	X-ray (XPS, XRDs)	3
<b>C5</b>	Mass Spectrometry	10

We will be posting the above maximum room occupancy values on entrance doors and ask that you follow those guidelines.

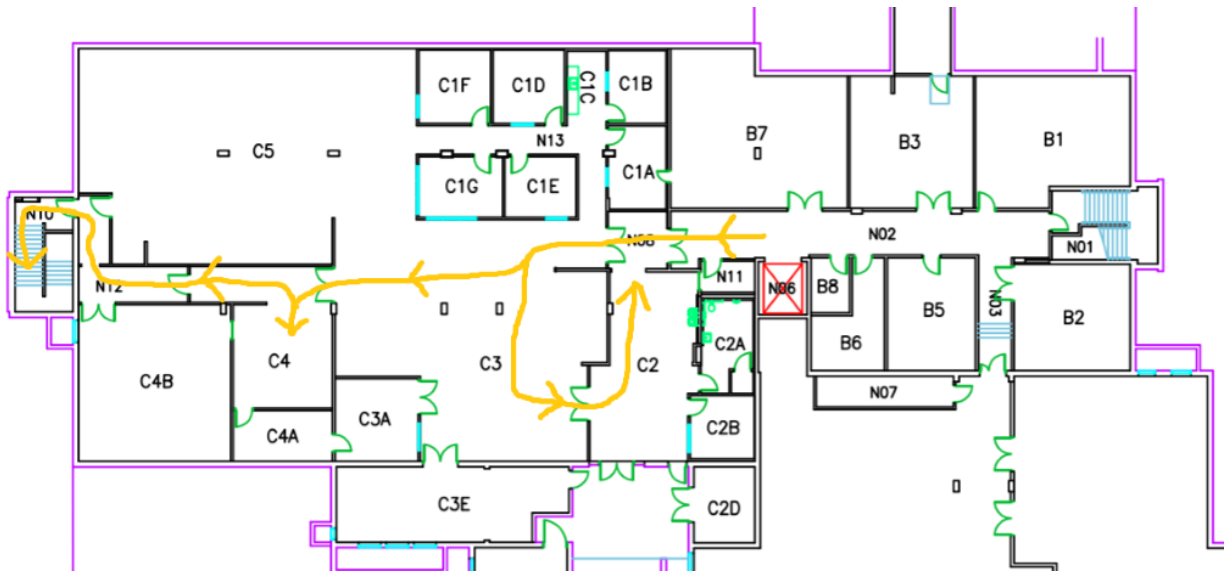
#### TRAFFIC FLOWS

Please follow posted instructions related to walkways and flow patterns through the lab.

- ❖ *One enters through main double doors at end of B-wing access corridor, on east side into C1.*
- ❖ *C5 Mass Spec laboratory, enter through C1 and exit through C5 doors to the west.*
- ❖ *C4 can be accessed from C1 and exit flows west to the stairwell corridor, west side of CHEM1.*
- ❖ *C3, including C3 Main Lab, C3A Magnetics and C3E 500 NMR Lab enter through C1 and exit when finished into C2 from double doors on east side of C3.*

Generally, follow traffic patterns and flow instructions such as floor marking, etc. that are provided and follow the chained / roped off routeways where you encounter them.





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## CHEM1 ACCESS RULES FOR SELF USERS

- ❖ *A Mask must be worn at all times.*
- ❖ *Practice social distancing – DO NOT CONGREGATE IN THE HALLWAY!*
- ❖ *Protective Eyewear (safety glasses) is always required.*
- ❖ *Remove your gloves when you are not handling samples, before touching the keyboard, or non-lab building surfaces, doorknobs.*
- ❖ *Schedule your time using the iLab appropriate instrument calendar (if online) in advance of your need.*  
**Note:** *The CHEM1 lab is NOT available yet to all instrument operators. Requests for access should be made through iLab and will be reviewed by staff. This is COVID-19 social distancing policy guidance.*
- ❖ *You are required to use the [SLACK #mma-CHEM1-general channel](#) to virtually queue up, signal that you are in or done in the lab, retrieving samples, communicate generally with colleagues. Staff do not follow this channel, so use the instrument-specific [SLACK channels](#) for communications with Staff.*
- ❖ *Observe all Block Out Schedules on iLab and Slack (if any) including Staff set-aside times.*
- ❖ *Staff continue to provide full-service operations in CHEM1.*
- ❖ ***Follow Staff instructions and If asked to leave when Staff are present then please do so immediately.***
- ❖ ***W:W:W - WASH*** your hands before using the keyboard and mouse. ***WIPE*** down the area with provided sanitizer and paper towels gently when you leave (or use plastic wrap). ***WASH*** hands when you finish.

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## CHEM1 NMR ACCESS RULES

- ❖ ***1:1:Oh - ONE lab scientist*** may be on ***ONE console*** at a time. And, ***Oh Yea***, The On-Deck circle is located in YOUR laboratory – DO NOT CONGREGATE in the hallway outside the C3.
- ❖ As many as ***four NMR investigators***, one at each NMR console may be present at one time. That is two in C3 at each 400, one in C3E at the 500, one in B2 on the 600. Check, observe and obey occupancy rules.
- ❖ ***SLACK Open Slots on the [#mma-CHEM1-general channel](#) – NEO 12 O, or 400MR 10 O – when you leave.***

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## 5 STEP GUIDANCE FOR CHEM1 NMR WALK-UP USERS

Please follow these steps for accessing the NMRs in CHEM1 during your working shift. You Must also follow the [CHEM1 ACCESS RULES FOR SELF USERS](#) during Phase 2, highlighting the basic steps below.

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### DO NOT CONGREGATE IN THE LOBBY

1-1-Oh

W-W-W

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#### STEP 1

PPE including face mask and safety glasses Must be worn at all times. Do not congregate. Practice social distancing.

#### STEP 2

Make sure you have an NMR billing service request created through iLab "Request Service". **You only need to do this once during your time at CSU.** Where applicable (console time >20 min), schedule time in advance on the iLab Calendar ([see LRST guidelines](#)).

#### STEP 3

Use [SLACK #mma-CHEM1-general](#) to virtually queue your walkup access. You must do this to retrieve samples, too!  
*Please state in SLACK whether [NEO400 \(NEO\)](#), [400MR \(V400\)](#) with number, #, of samples, e.g. [if eight samples then, "NEO 8"](#), or [Retrieval \(RET\)](#).*

Wait for access in your laboratory, the on-deck, until your instrument opens.

Join here: <https://join.slack.com/t/csu-arc/signup>. For more info: [Slack User Guide](#). Join other relevant lab and instrument Slack channels to stay informed about general lab or instrument specific updates.

#### STEP 4

When the NMR site is empty, you may go in and setup your sample tray, or do your advanced NMR experiment.. Practice good hygiene, social distancing in the CHEM1 lab, and clean up after you are finished.

#### STEP 5

Use the "Completed" check mark emoji on your queue position in Slack to acknowledge to the CHEM1 community that you are finished, next batter is up, *SLACK number of Open Slots, e.g., V400 10 O*. Also, use Completed check mark if you are delayed in the lab as a courtesy to others. Just queue back up when you are ready.

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## C4 (X-RAY LAB) ACCESS RULES FOR SELF USERS

- Pedestrian traffic pattern (look for tape on the floor): Users can only enter the ARC through the main double entrance doors on the east side of the lab. Users will have to exit the C4 lab through the single door at the west side of the lab.
- You are required to use the [SLACK channel #mma-c4-general](#) to inform other users of your entrance into C4 and when you left the lab.
- PXRD (DaVinci) and XPS users will need to communicate with one another to avoid being within 6 feet of one another, taking turns at their respective consoles. Ask users to move to a nearby location if you need to pass by an instrument/user and do not have the required 6 ft spacing available to pass by safely.
- **The maximum occupancy of C4 is 3 people.** ARC staff may override this and take priority for entering C4.
- Users will need to leave through the west door of the XRD/XPS lab.
- Upon entrance to the ARC, every user needs to disinfect hands using the ARC hand sanitizer bottle available at the sample submission table.
- Users always have to wear a face mask while in the ARC.
- Users need to wipe down workstations (keyboard, mouse, other surfaces) prior to leaving the lab. Use the disinfectant spray bottles and paper towels that are provided

## CRB 109 SPECIFIC GUIDELINES

### ROOM OCCUPANCY LIMITS

**The current maximum occupancy in CRB 109 is TWO.** Plus, ONE investigator may be on deck outside the lab.

**The LTQ mass spectrometer and the US400 NMR cannot be used at the same time by two different users, due to the proximity of their workstations. LTQ is only available 12-1 pm, 7 days per week.**

We will be posting the maximum room occupancy values on entrance doors and ask that you follow those guidelines.

### CRB 109 ACCESS RULES FOR WALK-UP LTQ USERS

- ❖ *A Mask and safety glasses must be worn at all times.*
- ❖ *Practice social distancing – DO NOT CONGREGATE IN THE HALLWAY!*
- ❖ *Always use the [SLACK #mma-crb109-general](#) channel to virtually queue up, signal that you are done in the lab, communicate generally with colleagues. Staff do not follow this channel, so use the #mma-ms-ltq, channel for communications with Staff around instrument issues.*
- ❖ *If the US400 slot is taken, you cannot use the LTQ slot at the same time. Please wait until the US400 slot is not in use.*
- ❖ *Please use the iLab KIOSK to log your time on the LTQ. We currently allow a maximum use of 1h per day, 12-1pm, on the LTQ due to the demand on the US400 NMR.*

### CRB 109 ACCESS RULES FOR WALK-UP NMR USERS

- ❖ *A Mask must be worn at all times.*
- ❖ *Practice social distancing – DO NOT CONGREGATE IN THE HALLWAY!*
- ❖ *Protective Eyewear (safety glasses) is always required.*
- ❖ *Remove your gloves when you are not handling samples, before touching the keyboard, or non-lab building surfaces, doorknobs.*
- ❖ *The CRB 109 lab is open to all NMR operators. However, our advice is that investigators that are not resident in CRB please continue to use CHEM1 resources when they can. This is a COVID-19 social distancing policy guidance.*
- ❖ *Always use the [SLACK #mma-crb109-general](#) channel to virtually queue up, signal that you are done in the lab, communicate generally with colleagues. Staff do not follow this channel, so use the #mma-nmr-asc400, or #mma-nmr-us400 to communicate instrument issues #mma-nmr-general channel for other communications with Staff.*

- ❖ *If the LTQ slot is taken, you cannot use the US400 slot at the same time. Please wait until the LTQ slot is not in use. LTQ users are limited to 1h per day, 12-1 pm. This is a small user group.*
- ❖ *Observe the Slack provided Block Out Schedule (if any) including Staff set-aside times.*
- ❖ ***1:1:1 - ONE lab scientist** may be on **ONE console** at a time. Only **ONE lab scientist may be on deck** outside CRB 109 waiting for either console. That is a total of two investigators, one at each NMR console, that may be in the lab at one time. **The current max occupancy in the lab is TWO.** Plus, ONE investigator on deck.*
- ❖ *Only routine operations that can be complete in ten minutes on a sample may be done. Depending on user-feedback, these conditions may be relaxed at certain times of the day. For single samples please use the ASC400 walkup NMR, WUP, leaving the US400 with Sample Case for users with multiple samples to maximize efficiency in the lab.*
- ❖ *Please – do not hog the US400 sample changer. Be aware of and considerate to your Shift Mates. Large sample volume needs that outstrip limited capacity, and severely limits others' use should continue to go to CHEM1 – just as you would do before the CV-19 pandemic.*
- ❖ *Slack Open Slots – US4 12 O – when you leave.*
- ❖ *Follow Staff instructions and If asked to leave when Staff are present then please do so immediately. Make way for and Avoid at all costs the AIRGAS Delivery person, Nate.*
- ❖ ***W:W:W - WASH** your hands before using the keyboard and mouse. **WIPE** down the keyboard with provided sanitizer and paper towels gently when you leave (or use plastic wrap). **WASH** hands when you finish.*

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## 5 STEP GUIDANCE FOR CRB 109 WALK-UP NMR USERS

Please follow these steps for accessing the ASC400 (WUP) and US400 (US4) NMR in CRB109 during your working shift. You must also follow the [CRB 109 ACCESS RULES FOR SELF USERS](#) during Phase 2A, highlighting the basic steps below.

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### DO NOT CONGREGATE IN THE LOBBY

1-1-1

W-W-W

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#### STEP 1

PPE including face mask and safety glasses Must be worn at all times. Do not congregate in the hallway. Practice social distancing.

#### STEP 2

Make sure you have an NMR billing service request created through iLab “Request Service”. **You only need to do this once during your time at CSU.**

#### STEP 3

Use [SLACK #mma-crb109-general](#) to virtually queue your walkup access. **You Must Do this to Retrieve Samples, Too!**

*Please state in SLACK whether [Walkup \(WUP\)](#), [US400 \(US4 #\)](#) with number, #, of samples, e.g. if eight samples then, [“US4 8”](#), or [Retrieval \(RET\)](#).*

Join here: <https://join.slack.com/t/csu-arc/signup>. For more info: [Slack User Guide](#). Join other relevant lab and instrument Slack channels to stay informed about general lab or instrument specific updates.

When you are next in queue, go down and wait in the on-deck circle whether for [Walkup \(WUP\)](#), [US400 \(US4, #samples\)](#), or [Retrieval \(RET\)](#).

#### STEP 4

When the NMR site is empty, you may go in and do your routine NMR experiment. Practice good hygiene, social distancing in the CRB109 lab, and clean up after you are finished. *If using US4, SLACK number of Open Slots, e.g., [“US4 10 Open”](#)*

#### STEP 5

Use the *“Completed” check mark emoji on your queue position in SLACK* to acknowledge to the CRB109 community that you are finished, next batter is up. Also, use Completed check mark if you are delayed in the lab as a courtesy to others. Just queue back up when you are ready.

## CRB 204L SPECIFIC GUIDELINES

### SCHEDULING OF BRUKER D8 QUEST SCD IN 204L, CRB (BY TRAINED USERS)

- Requests for instrument time will be made in iLabs using the calendar system.
- Reservations to use time on workstations or computers to do data collection or data processing in the Core facility is required. When possible, use remote login to access computers and data (send an independent email request for remote access from your CSU email address to [brian.newell@colostate.edu](mailto:brian.newell@colostate.edu)).
- The 204L lab may have no more than one user at a time. Core teams may exceed this limit for maintenance that may be required.
- In-person training will be limited to one trainee at a time. Face masks and shields will be required during training.
- Traffic will be limited in the instrument lab and only one user is allowed in 204L at a time.
- The ARC retains the right to limit scheduling time in the event instrument demand is high.
- Users shall only enter/exit from the East entrance of the 2<sup>nd</sup> floor or CRB (Shores lab) and proceed immediately to 204L.
- Communicate via [SLACK \(#mma-xrd-d8quest\)](#) when you enter the 204L and signal OK when you are done in the lab.
- Do not wait in the Shores lab.

### SAFETY AND PPE

- Do not congregate in the entrance area accessing the 204L.
- Wait in your laboratory areas until your reservation time arrives and the message channel shows all is clear, OK.
- Upon entrance to 204L, every user needs to disinfect hands using the MMA provided hand sanitizer bottle available at the sample submission table (or on the computer bench).
- Users have to wear a face mask and safety glasses at all times while in the MMA Labs.
- Users need to wipe down workstations (keyboard, mouse, microscope, and other surfaces prior to leaving the lab. Use the disinfectant spray bottles and paper towels that are provided.



## ACCESS QUIZZES

### CHEM1 ACCESS QUIZ

1. Access to CHEM1 requires formal approval by the MMA lab manager in charge of the instruments you are planning to use. True False.
2. Access to CHEM1 is only offered to trained users and may be limited to only one user per PI. True False.
3. Instrument use does not need to be scheduled or requested in ilab. I can walk up and use the instrument if it looks available. True False.
4. The Slack Channel, #mma-CHEM1-general is used by investigators to communicate efficiently with colleagues about their CHEM1 lab presence status and is not monitored by Staff. True False
5. CSU and ARC guidelines require that you wear the CV-19 appropriate PPE in CHEM1 public areas even when you are alone. True False
6. The maximum occupancy of the CHEM1 C3 (materials/spectroscopy/NMR) lab is four. True False
7. The maximum occupancy of the CHEM1 C4 (Xray) lab is two. True False
8. The maximum occupancy of the CHEM1 C3A (Magnetics) lab is two. True False
9. The maximum occupancy of the CHEM1 C5 (mass spec) lab is 20. True False
10. The maximum occupancy of the CHEM1 C3E (500 lab) is two. True False
11. After I am done with my work, I should leave the lab and an MMA staff member will disinfect my workspace. True False
12. The Complete check mark should always be used on the Slack channel when I complete my work and leave the lab. True False

### CRB 109 ACCESS QUIZ

1. CSU guidelines require that you wear a mask in CRB-109 even when you are alone. True False
2. The Slack Channel, #mma-crb109-general is used by investigators to communicate efficiently with colleagues their CRB occupancy status and is not monitored by Staff. True False
3. The maximum occupancy of the CRB109 lab is two, plus one person retrieving their samples and one person on deck outside. True False
4. When someone is using the US400 slot, I can use the LTQ slot at the same time. True False
5. I can drop my samples off at the table in front of CRB109 and staff will pick them up and deliver them back to me. True False
6. The Complete check mark should always be used on the Slack channel when I complete my NMR (US4 or WUP) or sample retrieval (RET) or when I'm done running LTQ samples, and leave the lab. True False
7. The four functional positions for CRB109 are the WUP (ASC400 Walkup), US4 (US400 Sample Case), RET (Sample retrieval), and LTQ (Thermo LTQ mass spec). True False
8. The Slack code, "US4 6" means that it is my intention to put six samples on the US4 sample changer. True False
9. One should Slack out the number of open slots on the US400, "US4 6 O", when finished. True False.
10. I can run the LTQ mass spec for as long as I want. True False.