

Laboratory 01.110: Instrument Pool Room Usage Procedures [v.3]

In order to facilitate multiple users from different groups accessing one (1) communal space, several social distancing and health and safety measures have been implemented. Please adhere to the following safety protocols to facilitate the additional usage;

1. All Users must have familiarized themselves with the CCE COVID-19 Return to Work Guide (<http://go.qub.ac.uk/CCEReturnToWork>).
2. All Users must have read the Instrument-pool Risk Assessment (available on Microsoft Teams, under the "Technical Services Risk Assessments" folder in the Files section of the "CCE Phased Lab return" Team) and signed/confirmed their understanding of the new conditions by emailing affirmation to the Senior Analytical Technician (d.moran@qub.ac.uk) prior to using the facility.
3. Once confirmation of the above has been received, you will then have access to the online booking calendar on Bookkit via Clustermarket, where you will be able to reserve the FTIR and UV-VIS instruments.
4. Time allocation is as follows:
 - a. You can use one (1) FTIR and/or one (1) UV-VIS once per day, for a maximum of two (2) hours per instrument. Any time on the instrument(s) cannot be split into multiple daily sessions.
 - b. Each research group will have a maximum availability of eight (8) hours use per instrument per week. It is your responsibility to liaise with your colleagues to ensure fair usage of the equipment.
 - c. Please keep the number of users within a research group to a minimum to avoid unnecessary exposure to rooms with a high throughput of people.
 - d. Authorised users will operate to their allocated work schedule and/or booking timetable. Please allow adequate time to clean the facility in any booking (recommended ten (10) minutes pre- and post-use).
5. A maximum of one (1) FTIR and one (1) UV-VIS instrument can be used at a time.
 - a. If there is an issue with the instrumentation **DO NOT** attempt to restart/reboot the computer or instrument. Please email the Senior Analytical Technician (d.moran@qub.ac.uk) and Cc the Lead Analytical Technician (a.brownlie@qub.ac.uk), explaining any error messages, 'accidents' or issues.
 - b. If the instrument is out of action, we will try to arrange a suitable alternative.
6. Only those fully trained on the instrument(s) will be permitted use of the equipment.
7. Once fully trained you will be given the secure key code to access the room and will be provided with access to the online booking calendars for the instrumentation.
8. There will be a maximum of two (2) people allowed in the room at any time, ensuring social distancing measures are maintained.
9. There will be limited access to the Instrument Pool Room whilst technical staff are in the laboratory, whether they are there for analysis, routine maintenance or to repair the instrument and/or computer. This may result in you having to reschedule your booking.
 - a. All communication and interaction with technical staff will be via email or telephone.
 - b. Face-to-face meetings will only be permitted in exceptional circumstances, by appointment only and conducted whilst observing strict social distancing measures.
10. Before accessing the laboratory, you will have washed your hands with soap for at least twenty (20) seconds and dried them as per government guidelines.
11. The room and equipment will be cleaned by the User before and after any use of the facilities with either antibacterial spray (that kills 99.9% of all viruses) or wipes (with >60% alcohol) and dried using disposable towels. If there are insufficient cleaning supplies in the room, you will be responsible for bringing your own spray/wipes and roll or to obtain stock from Stores. The clean will include but will not be limited to;
 - a. Exterior keypad and door handle.
 - b. Interior door handle.
 - c. Light switch (subject to need).
 - d. Computer desk and workbench.
 - e. Computer chair(s).
 - f. Computer, comprising of the mouse, keyboard and screen.

- g. Communal equipment, including instrument to be used and associated apparatus.
12. Users are to bring prepared sample(s) ready for analysis; there will be no sample preparation in the laboratory. Sample(s) should be ready for the IR press process if this is required.
 13. Users will not refrain from touching or handling any area or item in the lab unless necessary. All items/areas handled will be cleaned as above, before and after use.
 14. On completion of your work you will clean the room after use, to include but not limited to the list mentioned in Section 11. This will be done every time you leave the room, even if you plan on returning later the same day, as technical staff may need access before you return or you may not get a chance to return before the room is accessed by a different user.
 15. There will be no open access or casual calls into the Instrument Pool Room; access will be by appointment only. It is your responsibility to report anyone inappropriately using or accessing the facility.
 16. There is no access beyond the marked area to the far end of the laboratory, which includes the BET instrument, the access doors to Laboratories 01.111 + 01.137 and the far fume cupboard, except for technical staff.
 17. After leaving the Instrument Pool Room, you will wash your hands with soap for at least twenty (20) seconds and dry them as per government guidelines.

This list is not exhaustive and may be updated as the practicalities of multiple user groups accessing a communal area, especially without daily supervision, come into force. Ultimately it is your responsibility to follow the relevant health and safety guidelines and comply with social distancing measures, as per the UK government guidelines. If you require further advice on the use of these services or to request use of other equipment including the furnace, please contact the Senior Analytical Technician (d.moran@qub.ac.uk) or the Lead Analytical Technician (a.brownlie@qub.ac.uk).

There are NO exceptions to the above measures and there will be severe repercussions for anyone failing to follow these rules or found in breach of these conditions, not to mention your rights and privileges to use the equipment will be revoked. These measures are for your own safety and to ensure a safe working environment for our staff during these unprecedented times.

Please report any issues to Head of Safety (Jackie.Oconnor@qub.ac.uk), Head of Technical Services (D.Baskerville@qub.ac.uk) and Lead Analytical Technician (a.brownlie@qub.ac.uk).

Your compliance and adaption to the new working procedures is greatly appreciated.

D. Baskerville

Mr. D. Baskerville, Head of Technical Services

24th of July 2020