

NMR Usage Protocol (Room 0G.414) [v.3]

In order to facilitate multiple users from various groups accessing one (1) communal space, several social distancing and health and safety measures have been implemented. Please adhere to the following 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 NMR 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 NMR Technician (Richard.Murphy@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 400 MHz NMR instruments.
 - a. There will be no access on Wednesday mornings, when essential maintenance work is being undertaken by technical staff.
4. Please only access one (1) 400 MHz instrument; there can only be one (1) person working at the computer desk area.
 - a. If for any reason, there is an issue with your allocated instrument **DO NOT** use the other 400 MHz NMR and **DO NOT** attempt to restart/reboot the computer or instrument. Please email the senior NMR Technician (Richard.Murphy@qub.ac.uk) and Cc the Head of Technical Services (D.Baskerville@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.
5. There will be a maximum of two (2) people from the same group allowed in the room at any time, ensuring social distancing measures are maintained.
6. There will be no access to the NMR suite whilst technical staff are in the room, 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.
7. Before accessing the NMR suite, you will have washed your hands with soap for at least twenty (20) seconds and dried them as per government guidelines.
8. 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. The exterior keypad and door handle.
 - b. The interior door handle.
 - c. Light switch (subject to need).
 - d. The computer desk and worktop area.
 - e. The computer chair(s).
 - f. The computer, comprising the mouse, keyboard and screen.
 - g. Communal equipment, including the NMR spinner turbine sample holders and depth gauges.
 - h. Submission box, to include door handles, and submission sheet(s) [for sample submissions/collections only].
9. Users are to bring prepared sample(s) ready for analysis to the NMR Suite. There will be no sample preparation done in the NMR room and you will not touch/handle any area or item in the room unless it is necessary.
10. 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.
11. On completion of your work you will clean down the room after use, to include but not limited to the list mentioned in Section 8. This will be done every time you leave the room, even if you plan on returning, 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.

12. Authorised users will operate to their allocated work schedule and/or booking timetable. Please allow adequate time to clean the facility in any booking.
13. There will be no open access or casual calls into the NMR Suite; access will be by appointment only. It is your responsibility to report anyone inappropriately using or accessing the facility.
14. There is no access beyond the marked area to the 600 MHz NMR instrument, computer or desks, except for technical staff.
15. Sample submissions, including sample(s) for analysis on the 600 MHz NMR, can be left in the white submissions box on the wall to the left of the door of Lab OG.414, in the corridor outside the NMR room. Please notify the Senior NMR Technician (Richard.Murphy@qub.ac.uk) of your submission(s) and the total number of sample(s) submitted via the 'Services' section on Bookkit.
16. On completion of analysis, please collect your sample(s) from the white submission box located outside the NMR room.
17. After leaving the NMR suite, 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 please contact the Senior NMR Technician (Richard.Murphy@qub.ac.uk).

There are NO exceptions to the above measures. 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) and Head of Technical Services (D.Baskerville@qub.ac.uk).

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

D. Baskerville

Mr. D. Baskerville, Head of Technical Services

26th of July 2020