

Moores Lab Guidelines (version 2, Jun 23 2020)

This is a second version of this document. For reference, the items added from last version are highlighted in yellow.

The purpose of this document is to explain the procedure to access select instruments and chemicals for the Moores group.

Context:

The Moores group is currently in Phase 1 of research ramp up. During this phase, Moores group members are not allowed in other research labs and other research lab members are not allowed in the Moores lab space (lab and office). This decision was made through many discussions among the group, in an effort to better understand the ramifications of the new COVID-19 guidelines on research activity and safety, and device procedures that will ensure the safety of all. Of particular concern is our ability to maintain the numbers of a specific researchers cohort small at all times. We are however committed to finding solutions in 2 directions:

- In phase 1, we are offering services via a dropbox mechanism. This will allow the use of chemicals, the lyophilizer **and the solvent purification system** housed in our space.
- We are also actively working on phase 2 in order to allow carefully selected researchers to come into the Moores group space in due course to use other equipment, such as the glovebox or the solvent purification system. Updates on these will be communicated rapidly.

At all times, and no matter the solution, social distancing and proper sanitation must be observed. No compromise will be permitted, and access/service offering may be revoked due to lack of either.

Dropbox:

We have put in place a dropbox for the group which will be located on the shoe rack at the entrances of the room OM 36 and 38 (facing the corridor to P&P).

Chemical donation:

For researchers interested in chemicals from the Moores group, they have to:

- place a request to Julio de Souza Terra julio.terra@mail.mcgill.ca, ccing Audrey.moores@mcgill.ca.
- Please use in subject line: COVID SOP for future reference.
- Please add the name of the chemical, quantity desired and potential pick-up dates.
- If Julio is able to provide this service, he will confirm, if not he will seek assistance from group members able to come on appropriate dates and put the researcher in contact with that person.
- The Moores group member will weigh the chemical in a vial. On the set date it will be placed in the Moores Group Dropbox (see above).
- Upon pick-up please clean any surfaces touched with provided alcohol spray.

- Sensitive and unstable chemicals (requiring active cooling or dark) will not be offered until a solution is developed.

Lyophilizer

1. Contact Aude Bechu (aude.bechu@mail.mcgill.ca) if you'd like to use the lyophilizer. Indicate the date the sample will be ready, the type of jar the sample will fit in and how long you will need the sample to be on the lyo.
 - a. Remember to have your sample frozen in water at pH 7 to avoid damage to the instrument
2. You and Aude will arrange a day that you can drop off your frozen sample at the lab entrance (see labeled box on shoe rack). Pick-up time will be established as well. Only one external sample will be accepted at a time.
3. Place your sample in the glass jar (which will be in the box) without touching the outside of the jar. Please make sure there is a Kimwipe secured with a rubber band on the mouth of the sample container. Kimwipes and rubber bands will no longer be provided by the Moores Group. *Samples will not be accepted if there is no Kimwipe on the top of the container to avoid contamination of the instrument.*
4. Notify Aude via email when your sample is dropped off. She will place the sample on the lyo and arrange for it to be removed when it is expected to be ready.
5. When you are notified, pick up your sample in the same cardboard box. Disinfect the outside of the glass jar if you touch it (isopropanol will be provided).

Solvent Purification System

1. Place a request to Tony at tony.jin@mail.mcgill.ca, ccng Audrey.moore@mcgill.ca
2. Please use subject line COVID SPS for reference.
3. In the body, add the solvent and amount needed, as well as potential pick-up dates.
4. If Tony is able to provide the service, he will confirm. If not, he will seek assistance from other Moores group members that are available on the potential dates that are listed by the researcher needing the solvent and put the lab member in contact with the researcher.
5. On the set date and time, bring a 24/40 round bottom flask and stopper capable of holding the amount of solvent and put it in the dropbox located on the shoerack in front of OM038 (a cork ring will be put inside the shoerack so as to keep the rbf upright).
6. Tony (or any other Moores group member) will fill the rbf with the appropriate amount of solvent specified and put the filled rbf back into the shoerack.
7. Upon pick-up please clean any surfaces touched with provided alcohol spray bottle.

We cannot guarantee providing solvent if a researcher shows up without having placed a request beforehand.

