

Optical Characterization Facility Operation protocol during SARS-COV-2 pandemics.

Version 1.2, July 6, 2020

All OCF users must follow general guidelines for the research restart developed by DCB and specific plans provided by their PIs. This protocol is a lab-specific addition to the aforementioned documents.

Optical Facility Access

- Only authorized users can use the facility. If you are not authorized, please contact the OCF manager, Dr. Alexander Mikahilovsky (contact information at the end of the document).
- The facility is divided into 3 lab spaces: Laser lab (PSBN 4637A), CD/FL/UVVIS lab (CHEM 3210/3109A), and Raman lab (CHEM 4105). Only 1 user per lab space is allowed at any time. The user must be authorized to use the specific lab space.
- Users from groups, which are not residents of PSBN or CHEM buildings must indicate their home building in the request.
- Undergraduate students or out-of-campus are not allowed to use the facility at this stage of reopening.
- Users must request a reservation 24 hours in advance using online system: <https://ocf.chem.ucsb.edu/calendar/>. Reservations are subject to approval.
- After finishing the work, the user must mark the lab space as available in the Google Documents.
- In the near future, online reservation system will be established using the CHEM-ADS authentication system. All facility users are encouraged to obtain/reset their CHEM-ADS credentials from LSCG IT service (help@chem.ucsb.edu). This document will be updated when the new system is up and running.

Operation Hours

- OCF operation hours are 8 am - 5 pm on weekdays (except UC holidays).
- During this time, the OCF manager can provide support to OCF users either remotely (via Viber app or phone) or in person. The remote communication is preferred.
- OCF staff may not be physically present in the building during this time and work remotely.
- Use of instruments outside this time window is possible for trained and authorized users, preferably for long, ***non-attended*** data collection experiments. Experiments requiring presence of researchers in the lab must be approved by the OCF manager and have additional safety controls, such as "Buddy system", in place. OCF manager cannot be the "safety buddy".

Use of PPE and sanitation requirements

- Personal protection equipment (PPE) must be used at all time.

- In addition to the “normal” PPE determined by the work-related hazards, facemasks/coverings and gloves must be worn at all times.
- SARS-COV-2-related PPE must be provided by users, though some of it may be available in the lab as an emergency reserve.
- Each lab space has bottles of ethanol-based hand and surface sanitizer which can be used as needed.
- At the end of the work, users must sanitize keyboards, computer mice, desk surfaces, and tools with surface sanitizer by applying it first to a paper towel and then wiping object being sanitized with the paper towel. Spraying sanitizer on equipment and working areas is not allowed.
- ***Cleaning or sanitation of optics and instruments is not allowed***, unless explicitly approved by OCF staff. If you believe that optics or an instrument requires sanitation/cleaning, please request assistance from OCF staff.
- Dispose all used PPE and cleaning supplies in a safe manner.
- After completion of the work and sanitation, the user must sign out in the Google Documents spreadsheet. This serves as a confirmation that the lab is ready for the next user and unoccupied.

OCF staff contacts

- Dr. Alexander Mikhailovsky can be reached:
 - Email: mikhailovsky@chem.ucsb.edu anytime
 - Phone: voice/text 805-746-1319 8am-5pm, weekdays
 - Viber: voice/video/text 805-746-1319 8am-5pm, weekdays
- Text message is the preferred method of communication, semi-urgent request can be texted at any reasonable time, but may not be answered quickly after hours.
- Facetime cannot be used for communication with Dr. Mikhailovsky.