

TRACES Entry & Sample Submission Procedure

User Entry Procedures

- 1) For trained users who:
 - a. **Instrument Use:** Book time on the instrument before coming to the Facility.
 - b. **Walk-up NMR:** Walk-up sampling remains in effect.
 - c. **External Users:** Please see TRACES Staff before entry.
- 2) All users must be wearing a lab coat, safety glasses, before entry.
- 3) Please refrain from using gloves when working with the computers.
- 4) User must be aware of the safety procedures and dangers involved with entry.
 - a. https://www.utsc.utoronto.ca/~traceslab/PDFs/TRACES%20Centre%20User%20Entry%20Dangers%20_EV215.pdf

Sample Submission Procedure

- 1) Ensure that your sample container is properly labeled and well sealed.
- 2) Print and fill-out a sample submission form. All forms can be found on our website under the Forms section of the TRACES website, <https://www.utsc.utoronto.ca/~traceslab/>.
- 3) Attach the sample submission form to your sample, all samples are required to have a completed TRACES sample submission form before they will be analyzed.
 - a. Note, an e-mail address and FIS number must be included.
- 4) Place your sample in the submission drop-box located just outside the TRACES entrance.
- 5) Email the TRACES lab manager, tony.adamo@utoronto.ca, and indicate that your sample(s) have been submitted.

For any inquiry regarding the procedures for entry into TRACES, contact the TRACES Lab Manager: Tony Adamo (tony.adamo@utoronto.ca).