

Reopening of PAN Facility Activities

STAGE 1 (Start June 1, 2020):

All Instrument Operation and Full Services available for All Research

- We will ensure the safety, health and wellness of our Staff and Users
- We will continue to adhere to Beckman, [Stanford](#), Santa Clara County, State, and National Public Health Authority directives, including [preventative hygiene](#), [cleaning](#), and [social distancing protocols](#)

PAN Services and Staff	
Genomic Services	
Oligo and Gene Synthesis <i>Nghi Le - Ian Anderson</i> Phone: (650) 725-5123 Email: panoligo@stanford.edu	Gene Expression (Microarray) <i>Jennifer Okamoto</i> Phone: (650) 723-1097 Email: pangenexpression@stanford.edu
Real-time PCR <i>Michael Eckart - Yen Tran</i> Phone: (650) 723-3189 Email: panpyro-qpcr@stanford.edu	Pyrosequencing <i>Yen Tran - Kyle Fukui</i> Phone: (650) 723-3189 Email: panpyro-qpcr@stanford.edu
Next Generation Sequencing <i>Jennifer Okamoto</i> Phone: (650) 723-3328 Email: pannextseq@stanford.edu	DNA Sequencing (Sanger) & Fragment Analysis <i>Yen Tran - Kyle Fukui</i> Phone: (650) 723-3189 Email: dnaseq@stanford.edu
Single Cell Genomics & Spatial Transcriptomics <i>Michael Eckart - Yen Tran</i> Phone: (650) 723-1907 Email: pansinglecell@stanford.edu	RNA-DNA QC - Bioanalyzer & Fragment Analyzer <i>Yen Tran - Kyle Fukui</i> Phone: (650) 723-3189 Email: panbioanalyzer@stanford.edu
Protein Services	
Peptide Synthesis <i>Jessica Tran</i> Phone: (650) 724-0768 Email: panpeptide@stanford.edu	Mass Spectrometry <i>Jessica Tran</i> Phone: (650) 724-0768 Email: panproseq-ms@stanford.edu
Surface Plasmon Resonance (Biacore) <i>Michael Eckart</i> Phone: (650) 723-1907 Email: meckart@stanford.edu	

WHAT USERS NEED TO KNOW

- **Enhanced COVID-19 precautions and cleaning procedures**

- Complete [COVID-19 Hygiene Best Practices, EHS-2470-WEB](#) in STARS prior to your return to campus
- Use [Health Check](#) to self-report your health status prior to coming onsite to campus each day
- Follow guidance from Stanford Health and Safety [preventative hygiene](#) and [cleaning](#)
- Any persons not feeling well, or exhibiting COVID-19 [symptoms](#) such as fever, cough should follow Stanford [guidance](#) and may not enter the facility
- All users must wear a [face covering/mask](#) and clean gloves or freshly sterilized gloves (sprayed with 70% ethanol) when entering or while in the facility. Face coverings can reduce the spread of the virus, but they do not eliminate the requirements to maintain physical distancing or to wash hands frequently.
- All persons must maintain a minimum distance of 6ft between other staff and researchers
- Comply with all Beckman Center building and PAN Facility signage

- **Ordering**

- All service requests/orders (except SPR/Biacore) can be done on the PAN website (<http://pan.stanford.edu>)
- For SPR (Biacore) contact Michael Eckart (meckart@stanford.edu)
- Users should consult with PAN Staff to plan experiments based on core capacity

- **Sample Drop-off**

The Beckman Center is accessible by Cardkey only. If Users do not have Cardkey access to the building, they should contact the respective PAN staff to arrange for pick-up or drop-off

- **Nucleic Acid QC (Bioanalyzer & Fragment Analyzer).** Designated Freezer in Room B065
- **DNA Sequencing & Fragment Analysis, Q-PCR and PyroSequencing.**
 - Designated Freezer in Room B017
 - Users can request Sample Pick-up which must be arranged with respective PAN staff in advance. Samples to be picked up from boxes outside user labs to avoid person to person contact
- **NGS, Single Cell Genomics, Spatial Transcriptomics and Affymetrix Microarray.** Sample drop-offs must be coordinated with respective PAN staff in advance and delivered as indicated by PAN staff
- **Mass Spectrometry.** Designated Refrigerator or Freezer in Room B065
- **Do not leave items** eg. ice bucket, racks, behind in the PAN Facility

- **Sample Pick-up/Delivery**

- **Oligonucleotides and Synthetic Genes.**
 - Pick up in designated boxes outside Room B017. Users can check completion status on PAN website
 - Users can request Oligo delivery which must be arranged with respective PAN staff in advance. Samples to be delivered to boxes outside user labs to avoid person to person contact
- **Peptides.**
 - Sample pick-up must be arranged with respective PAN staff in advance.
 - Users can request Peptide delivery. These will be delivered to boxes outside user labs to avoid person to person contact.
- **Nucleic Acid QC (Bioanalyzer & Fragment Analyzer).** Pick up in designated Freezer in Room B065
- **Staff-assisted instrument operation**
 - Schedule appointments in advance with respective PAN staff
- **Investigator instrument operation**
 - Schedule appointments on PAN website (<http://pan.stanford.edu>)
 - All users must wear a face covering/mask and clean gloves
 - PAN will provide gloves and reagents for sterilization and disinfection
 - Users are required to provide their own face-coverings
 - No cell phones, laptops, notebooks, etc allowed in lab area if it can not be appropriately disinfected
 - Posted Disinfectant/Cleaning protocol to be followed
 - Must maintain a minimum distance of 6ft between other staff and researchers
 - Double-check that you have picked up all your samples and belongings before leaving
- **Consultation**
 - Via remote meeting only (Zoom, email, phone)
- **Data transfer**
 - Data to be transferred electronically. PAN staff will contact users if needed.

PAN STAFF RESPONSIBILITIES

- Follow guidance from Stanford Health and Safety [preventative hygiene](#) and [cleaning](#)
- Everyone is required to complete the [EHS-2470-WEB COVID-19](#) Hygiene Best Practices (or any additional required training) in STARS before returning to work
- Prior to work Staff must [self-monitor](#) and [self-report](#) if sick
- Continue to follow PAN SOPs for lab cleaning and maintenance
 - Increased daily cleaning procedure

- Upon arrival to work clean bench surfaces and high traffic contact areas with 80% isopropanol i.e. Freezer/refrigerator door handles, door handles, phone receivers, lab chairs etc.
 - Freezer/refrigerator door handles and other contact points will be cleaned with 80% isopropanol at regular intervals during the day, specifically before and after contact
 - After experimental work for the day is complete bench surfaces and high traffic contact areas must be disinfected with 80% isopropanol
- Must wear PPE including a [face covering/mask](#) and clean gloves
 - Must maintain a minimum distance of 6ft between other staff and researchers
 - All consultations are done via remote meeting (Zoom, email, phone)
 - Cover keyboards and mouse with cling wrap. Remove and discard after use
 - Make sure to include cleaning regimen at all areas/surfaces touched during sample processing/experimentation
 - Ensure cleaning/disinfectant supplies and procedures are compatible with the equipment and the science in the lab