

Arrangements for accessing CAF labs and delivering samples for analysis under level 1 of COVID 19 lockdown.

The arrangements below do not apply to the Node for Infection Imaging (NII) or the Neuromechanics Unit, as both deal with human subjects. Contact Dr Alex Doruyter doruyter@sun.ac.za to discuss what scans are possible at the NII at the moment. The Neuromechanics unit is only available for all forms of their usual online support and services at the moment.

For all other CAF units, it is now possible to submit samples for analysis, but there is no walk-in service available. In all cases, to arrange analysis of samples first contact the unit manager to discuss your needs and to find out how samples should be prepared and delivered to the unit. Under some circumstances existing trained users will be allowed to perform their own analyses and data processing. Where this is the case detailed information on the protocols to be adopted when accessing the unit will be provided. Where your input is required to guide the analyses, e.g. choosing analysis points, remote access will be provided e.g. via MS Teams or Zoom.

The following should be observed when submitting samples:

- The CAF courier service is not functioning at the moment.
- Do not submit samples if you are feeling unwell in any way. Wash your hands before packing the samples and wear a mask while doing so.
- Samples should be provided in appropriate containers that will remain sealed and that are clearly labelled in a manner that that will not be removed by cleaning with alcohol. Sellotape over permanent marker labels works well.
- Place the samples in a clear plastic bag that is marked with your name, date and phone number using a permanent marker, cover the label with Sellotape.
- If the samples need to stay cold, please place the bag and then into an ice box with cleaned ice packs.
- Arrange a time and date for delivery with the unit to ensure samples will be transferred to the correct storage conditions immediately.
- Deliver the samples to the delivery point of the relevant CAF unit.
- After delivering the samples immediately confirm with the unit that they have been delivered.
- E-mail a complete list of sample information (sample numbers, sample type, analysis required) to the unit. Where relevant this should include information on method of sample preparation, stains used etc. For external clients, your order number should be supplied at this time.

Delivery points and contact details are as follows:

Vibrational Spectroscopy Unit: Samples must be placed in the marked plastic container at the entrance of the Food Science department (corner of Hammanshand and Helshoogte road). Please press for CAF at the gate and the gate will be opened to provide access. Contact Dr Janine Colling (jcolling@sun.ac.za).

Fluorescence Microscopy Unit – Stellenbosch Campus: Samples must be placed on the table labelled as the CAF delivery point on the top floor of the Mike de Vries Building at the entrance to the Physiology Dept. When entering the Mike de Vries Building, clients need to wash their hands in the bathrooms downstairs immediately upon entering the building before they come up the stairs. Contact Lize Engelbrecht (lizeb@sun.ac.za).

Fluorescence Microscopy Unit – Tygerberg Campus: Deliver to BD-CAF Flow Cytometry Centre (microscopy samples and flow cytometry samples) – Educational building, room 5033. In front of the lab is a bench where samples can be placed. Contact Dr Dalene De Swardt (ddeswardt@sun.ac.za).

Electron Microscopy Unit – Stellenbosch Campus: Deliver to the table marked “CAF samples” outside the main entrance of the Geology Building co Ryneveld & Merriman str. Contact Madelaine Frazenburg (mrfsem@sun.ac.za).

Electron Microscopy Unit – Tygerberg Campus: Transfer of samples will take place on arrangement with Dr Jurgen Kriel in the lobby of the Clinical Building, Tygerberg Campus, Francie van Zijl Drive Tygerberg. This will prevent students/clients from interacting with medical staff at Tygerberg. Contact Dr Jurgen Kriel (jkriel@sun.ac.za).

Mass Spectrometry Unit – LCMS: Internal clients, deliver to the table outside the door of room 255 of the JC Smuts Building or from outside the Biochemistry entrance to the building if you cannot gain access to JC Smuts. For external clients, please call the laboratory when you are outside the Biochemistry entrance. Contact Dr Marietjie Stander (lcms@sun.ac.za); laboratory phone number 021 808 5825. For external clients, who may not be able to enter the building contact Marietjie to discuss arrangements.

Mass Spectrometry Unit – GCMS: Deliver to the table outside the door of room 1023 of the JH Neethling Building. Contact Lucky Mokwena (mokwenal@sun.ac.za). For external clients who may not be able to enter the building contact Lucky to discuss arrangements. All samples related to the contractual agreement between CAF-GCMS and Thales Services (Pty) Ltd are to be delivered to Thales Services Offices (5 George Blake street, Stellenbosch). Contact: lab@thales.co.za Tel: +27 (0)21 887 1235 or Cell: +27 (0)83 658 1720. Ms Jacqueline van Wyk from Thales is the only employee from the company authorised to deliver samples to the GC-MS laboratory.

Mass Spectrometry Unit – Biomedical and proteomics: Delivery of samples should be prearranged with Hannes van der Merwe and the required storage temperature and conditions confirmed. Deliver to room 7020 of the Clinical Building, Clinical Pharmacology, Tygerberg Campus. Contact Hannes van der Merwe (hvandermerwe@sun.ac.za). Delivery personnel will be screened upon entry to the building and are required to sanitise their hand upon entrance to the building and the floor.

CT Scanner Unit: Deliver to the table at the entrance to the CT Scanner Unit, Paul Sauer Building, Stellenbosch Campus. Contact Dr Anton Du Plessis (anton2@sun.ac.za).

NMR Unit: The following should be observed when submitting samples for NMR analysis:
E-mail a completed NMR application form to email@sun.ac.za:

Application form from NMR Downloads:

[http://www.sun.ac.za/english/faculty/science/CAF/Pages/Nuclear-Magnetic-Resonance-\(NMR\)_Downloads.aspx](http://www.sun.ac.za/english/faculty/science/CAF/Pages/Nuclear-Magnetic-Resonance-(NMR)_Downloads.aspx)

- Do not submit samples if you are feeling unwell in any way. Wash your hands before packing the samples and wear a mask while doing so.
- Samples should be provided in sanitized NMR tubes and caps (Isopropanol wipes next to fridge) that will remain sealed and that are clearly labelled in a manner that that will not be removed by cleaning with alcohol. Sellotape over permanent marker labels works well. **NB: Please make sure that the bottom 15cm of your tube is clear of any label and sellotape, so mark your tube at the very top.**
- Place the sample tubes in the fridge in the entrance hall of the NMR Unit. It must be marked with your NMR code using a permanent marker, cover the label with Sellotape.

ICP MS Unit: ICP and CHNS samples, deliver to the table marked “CAF samples” outside the main entrance of the Geology Building co Ryneveld & Merriman str. Contact Riana Rossouw (rrossouw@sun.ac.za). XRF samples, deliver to the table marked “CAF samples” outside the main entrance of the Lombardi Building, Cnr Neethling & Victoria St. Contact Mareli Grobbelaar-Moolman (mgrobbelaar@sun.ac.za).

DNA Sequencer: For clients with access to JC Smuts building, use the storage box in front of lab B102. Contact Carel van Heered (cjvh@sun.ac.za). For clients who cannot access the JC Smuts building contact Carel to make arrangements.