



TRADUCCIÓN

ACTION PLAN OF THE NON-DESTRUCTIVE TECHNIQUES SERVICE AGAINST COVID-19

The Non-Destructive Techniques Service of the National Museum of Natural Sciences (MNCN) belonging to the Spanish National Research Council (CSIC) has resumed its activity progressively since confinement, but in a different way than usual in order to respect the security measures against COVID-19, and always minimizing the risk of contagion of the Service technicians. Due to this, all communications with the technicians will be established via email, and users will not be admitted to the Service in the analysis sessions except for the self-service sessions.

All the work carried out in the Service will be carried out upon request reflected in an application form, which can be obtained on the Service's website, on the Museum's intranet or by requesting it via email to the technicians. To request an analysis, users will fill in the application form indicating both the number and identification of the samples and the billing information, and it will be specified the type of analysis that the user wants, explaining in detail the areas of interest from the samples.

Once the Service accepts the entry request, the day of delivery of the samples to the Service and the day of the analysis will be agreed with the user. At this time, the user will also be able to detail more specific data about the samples and their analyzes via email, as well as provide any document with the information that they consider relevant.

The analysis of the samples is being carried out in non-contact sessions, that is, without the users' presence in the laboratories of the Service. In some sessions it is essential that the user sees the analysis area "in situ". For this, online sessions are being held with users so that, through webcam, they can see and participate live in the analysis sessions. When filling in the application



form, the user must indicate in it that he needs an online session so that the session is carried out at a time that satisfies both the technician and the user.

Self-service sessions are allowed individually for Confocal Raman Spectroscopy, Confocal Spectral Microscopy and High-resolution 3D Microscopy equipment, but only if the user has already completed, in previous months, the previous training course that enables them to use that equipment. The use of a new surgical mask that the Service will deliver to the user before starting the session will be mandatory always. To minimize the risks of contagion, the sessions will always be first thing in the morning and with a maximum duration of an hour and a half. The laboratory's air conditioning system will be turned off and the windows and door will remain open at all times. These environmental requirements are necessary for everyone's safety, and for the equipment's need to always have a constant temperature. From the Service we guarantee users that the equipment will be disinfected before and after use.

The following specific measures must be adopted and respected to minimize the risk of transmission to the Service technicians:

- No samples will be received nor results will be delivered to anyone without prior appointment, whether they are users of the MNCN or from outside of it.
- Face-to-face visits to the Non-Destructive Techniques Service laboratories will be avoided. Technicians already take turns trying to be at the same time in the laboratories, so it is necessary for users to respect this rule.
- The Service has purchased an ultraviolet lamp to disinfect the samples. If the user believes that the ultraviolet light will alter their samples, they must inform the technical staff of the Service upon delivery. In these cases, the samples must pass a quarantine period of 48 hours, so the samples will be brought at least two days before the date assigned for the session, always by appointment.



- The reception samples and the pen drive or hard disk to save the results will be made at a table in the geology entrance, next to Security. On the day agreed with the Service, users will notify the security personnel of their arrival at the geology entrance hall, and they will leave the samples on the table set up for it that they will be indicated.

First, and for the safety of all, users will use the hydroalcoholic gel located on that table and, later, they will have to record their data in a document in the first drawer of the table (labeled as Record of receipts / deliveries). The samples, which must be perfectly identified and marked, will be left in the third drawer (labeled as Sample Receipt) along with the memory device where the results of the analyzes will be recorded. When the user has left, the security personnel will notify the Service technicians who will come out to collect the samples.

- The return of the samples and the memory device with the results will also be made by appointment, following the same procedure as that explained for the delivery of the samples, but collecting your samples from the second drawer (labeled as Delivery of samples to the user) and registering in the record that they will find in the first drawer (labeled as Registry of receipt / deliveries).

Thanks for your cooperation!

September 2020