

# Q-EXACTIVE MASS SPECTROMETER

## EMERGENCY PROCEDURES

If you need to turn off the mass spectrometer in an emergency, the user should do the following:

- Place the main power circuit breaker switch, located on the power panel on the left side panel of the mass spectrometer, in the OFF position. This turns off all power to the mass spectrometer, including the vacuum pumps.

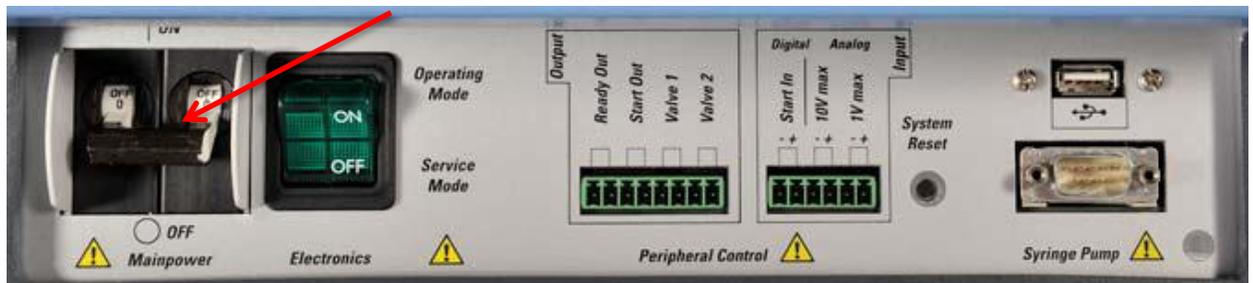


Figure 1. Q-exactive Power panel

The instrument is automatically vented by the vent valve. The vent valve vents the system 30 seconds after power is switched off.

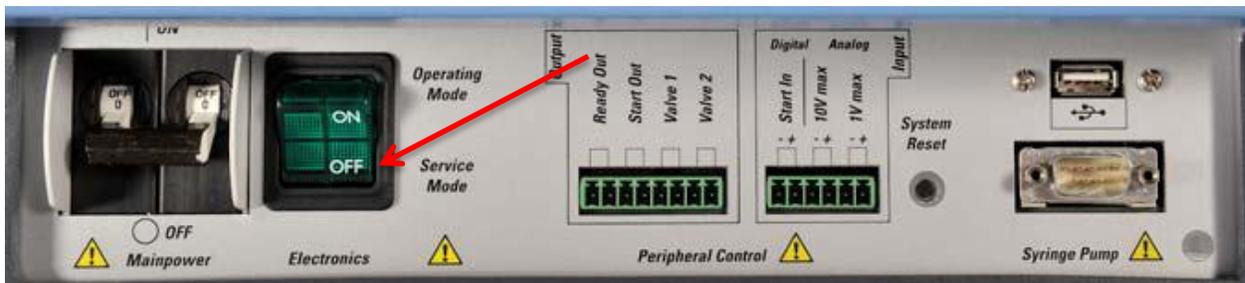
Although removing power abruptly will not harm any component within the system, this is not the recommended shutdown procedure to follow. Please check the following **“Shutting Down the System”** for the recommended procedure.

- Wait until data acquisition, if any, is complete.
- Turn off the flow of sample solution from the LC or direct injection.

- In the Q-exactive Tune software window, click on the ON/STANDBY button to put the instrument in OFF position. All high voltage are shut off, as are the sheath and auxiliary gas.



- Place the electrics service switch in the Service Mode position.



- Put the main power circuit breaker switch of the mass spectrometer in the OFF position.
- Send an email to SRF manager to report the problem.

Do not leave the machine running in an abnormal state. If the machine cannot be placed in an idle state, immediately contact:

**Primary Staff Contact:** Dr. Huiyuan Li (304) 293-0747  
Office: 381 CRL  
[huiyuan.li@mail.wvu.edu](mailto:huiyuan.li@mail.wvu.edu)

**Secondary Staff Contact:** Dr. Marcela Redigolo (304) 293-9973  
Office: ESB G75D  
[marcela.redigolo@mail.wvu.edu](mailto:marcela.redigolo@mail.wvu.edu)

If it becomes necessary to leave the instrument then the user should leave a large, legible note stating the tool is **DOWN**.

**If a dangerous situation is evident (smoke, fire, sparks, etc), the user should turn off the system or unplug the tool ONLY if it is safe to do so. The user should notify all other B NRF persons within the B NRF to evacuate and leave the B NRF immediately. The user should then contact proper emergency personnel from a safe distance. The contact numbers can also be found posted outside of the lab.**