GCMS Standard Operating Procedure

1. Prepare your sample in a septum-top vial.
   - The concentration needed depends on the kind of analytical method being used, and is typically in the micromolar to millimolar range.
2. Place your sample in the sample changer.
   - Note that the position number increases inside-out.
3. Open the GCMS program, if it isn't open already.
4. Determine if the machine is currently running a sample or not. If there is a yellow highlighted bar/window at the bottom of the screen, the machine is running a sample.
5. If the machine is currently running a sample, click on the "Edit" button on the highlighted portion to bring up the Sample Log Table. If the machine is not currently running a sample, go to the "Sequence" drop-down menu and click "Edit Sequence". This brings up the Sample Log Table.
6. Fill in your sample information in all the columns and click "OK" at the bottom when you are finished.
   - "Type": what is being run (typically a sample)
   - "Vial": number of the location in the sample changer
   - "Sample": name of your sample
   - "Method/Keyword": GCMS method to be used (consult the table of methods). If none is appropriate, ask CBIC staff about setting up a custom method.
   - "Data File": this is metadata for the system, with the same information as "Sample". Don't use punctuation or special characters.
   - "Comment/KeywordString": comments about your sample
   - The rest of the columns can be left default.
7. If the machine is currently running a sample, you are done and your sample is now in the queue. If it is not currently running a sample, to run your experiment, go to the "Sequence" drop-down menu and select "Run Sequence". Fill in appropriate information on the pop-up window if applicable and then select "Run Sequence".
8. After your sample is loaded by the sample changer, a window will pop up to ask if you want to override the solvent delay. Select "No". Overriding will lead to reduced lifetime for the GCMS filament.
9. To save your data, open "GCMS Data Analysis," then click "File"—>"Export Data To CSV File". This filetype is compatible with most data processors.