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**Usage Regulations**

**Core Facility for Metabolomics**

**Preamble**

The Core Facility Metabolomics is a central research infrastructure of the Faculty of Medicine at Philipps University Marburg, providing access to state-of-the-art metabolomic techniques including mass spectrometry and Seahorse technology, along with associated services for scientists. These usage regulations govern the basic provisions for the operation and use of the Core Facility.

**Management and Organization**

The Core Facility is led by scientific management, responsible for the entire operational process, proper execution of tasks, and further development of the facility.

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**Tasks and Services**

The Core Facility offers the following services:

* Consultation on experimental design
* Optimization and adaptation of existing measurement techniques for specific user questions (method development: LC-MS, GC-MS)
* Sample preparation and measurement
* Access to various mass spectrometers
* Access to an Agilent Seahorse XF platform
* Coordination and scheduling between users
* System maintenance and expansion, software updates
* Data analysis and evaluation
* Training for qualified users

**Instruments**

* LC-HRMS: Vanquis LC with Orbitrap 480 MS (Thermo Fisher)
* LC-HRMS: Time-of-Flight MS (QTOF-MS; Sciex)
* LC-MS/MS: Triple-Quadrupol-MS (QTRAP-MS; Sciex)
* HPLC-units for QTRAP & QTOF (Agilent)
* GC-MS (Single-Quad-MS; Agilent)
* GC-MS/MS (Triple-Quad-MS; Agilent)
* Seahorse XFe96

**User Admission**

Admission to use the Core Facility is granted by management.

Internal users (members of Philipps University Marburg and UKGM) have priority.

External users may be admitted upon application, subject to available capacity.

**Usage Models**

* Service operation: Samples are processed and measured by Core Facility staff.
* Guided use: Users work under the guidance of specialized personnel.
* Independent use: Qualified users can operate the equipment independently after instruction.

**Laboratory Access for Independent Use**

For independent use, transponder access to laboratories may be granted by management. Prerequisites include laboratory introduction and safety instruction.

**Booking System and Prioritization**

Equipment use is either through Core Facility staff or an online booking system.

In case of overbooking, management decides based on:

* Project urgency
* Equipment use efficiency
* Fairness to all users

**User Obligations**

Users are obligated to:

* Follow this usage policy and device-specific instructions
* Comply with CF staff instructions
* Comprehensively inform CF staff about safety risks associated with the experimental material (especially pathogenic, infectious, toxic, or radioactive properties)
* Handle equipment with care
* Immediately report damages or malfunctions
* Participate in required safety briefings
* acknowledge the work of the CF in publications. For scientific input, include co-authorship with the correct designation of the CF.
* Promptly pay incurred costs for using the Core Facility upon invoice

**Cost Regulation**

Usage fees are calculated according to DFG guidelines (Form 55.04).

A distinction is made between internal and external users.

The current price list is available upon request and is regularly updated.

Generally, a rate of 40 euros per hour applies for mass spectrometric measurements. Costs are determined based on the target analyte and methodology, which are available upon request for individual methods.

Additionally required materials, such as standards for individual method development, are billed to the user.

For Seahorse measurements, a flat rate of 50 euros per measurement or measurement day is charged.

**Data Storage and Management**

Raw data is stored on Core Facility servers for a specified period (1 year). Users are responsible for raw data at all times and for long-term archiving of their data.

**Publications**

Due to the scientific input of the Core Facility, member(s) of the Core Facility are to be named as co-authors in publications.

**Liability**

Liability is governed by statutory provisions. Users are liable for damages caused by improper operation.

These usage regulations come into effect on March 10, 2025, and replace all previous versions.

Marburg,

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Name in block letters

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Date, Signature Date, Signature

**Core Facility Management**   **User**