

Information for Visitors Using the Equipment or Services of the SPC Facility

The integrated Sample Preparation and Characterization (SPC) Facility is located next to the PETRA III beamlines. The facility is an open platform accessible for internal and registered external users who would like to perform on site quality control measurements or optimize their samples that are destined for crystallization or SAXS measurements. Users may also benefit from several SPC services at a reasonable cost and/or may have access to some instruments to perform further purification on site or even to perform affinity measurements to complement their study. The SPC staff provides scientific expertise, advice, protocols and training upon request. In order to have access to the SPC facility and use some of the instruments, users must read this document carefully in advance and bring a signed print out to their local contact upon their arrival at PETRA III.

Questions? Please contact the SPC at: spc@embl-hamburg.de

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<http://www.embl-hamburg.de/facilities/spc/index.html>

General external user policy at the SPC Facility

Before coming to the SPC Facility

- Users who would like to use the SPC Facility should send a request to their local contact at least **two weeks in advance**. You should describe your experiment, the equipment requested, the time slot that you need, and if you need training for the requested instruments. Only users, which have been properly trained on the requested instruments, can use it on their own. The SPC will send you an email (cc: local contact) to confirm your booked time slot.
- Consult the material and equipment list to know what can be provided by the SPC Facility and what should be provided by the user. You may contact the SPC Facility or your local contact in case of doubts.

The day of your experiment

- The SPC Facility is classified as an Safety level 1 lab, thus it is mandatory to follow Safety training before using this facility. You should be aware that all experiments with dangerous and toxic chemicals are forbidden in the SPC Facility. No bags, jackets or luggage will be allowed in the Facility. It is mandatory to wear a lab coat when doing an experiment in the SPC. Lab coats are provided.
- Users should meet the SPC Facility staff with their local contact at the start of the user visit so we can show you where to find the equipment that you requested and inform you about technical details.
- The SPC Facility (L002) is accessible from Monday to Thursday from 9am till 5pm and Friday till 4pm. Outside those hours, you must inform your local contact in advance to make arrangements with the SPC Facility staff. The kitchen room (L003) which contains the ice machine, vacuum pump and the cold room (L008a) next to the SPC are always unlocked.

When you are ready to perform your experiment

- We will assign you bench space in case you need to prepare your sample.
- Register in the logbook of the corresponding apparatus.
- Read and follow instrument protocols posted close to the instrument. In case of doubt, or in case of a technical problem please inform your local contact or the SPC Facility staff immediately.
- Your samples, buffers and chemicals should be labeled with your name.

After finishing your experiment

- Follow the procedure to clean the instruments that you used.
- All used materials have to be disposed of properly.
- Experimental data must be saved on an external hard drive or USB key.
- Inform SPC Facility staff that you finished before you leave.

Acknowledgements policy

- Please acknowledge any substantial contributions of the SPC Facility to your research in publications. Next time you publish a paper involving a significant contribution from the SPC facility, please state in the acknowledgement: ***“We acknowledge technical support by the SPC facility at EMBL Hamburg”***. Please provide feedback to the SPC Facility when you publish papers that acknowledge us. This will help us to keep track and to justify the existence of the facility to our sponsors.

(All material broken during the user experiment or missing items that can be linked to user access will be claimed from the users through their local contact).

The undersigned certifies that he/she has understood the work instructions.

Please bring a signed print out when coming to the SPC Facility.

Name in capital letters

Signature

Date

List of material and equipment available at the SPC Facility

List of instruments available (Open access)

- DLS DynaPro (Protein solutions)
- AKTA Purifier (GE Healthcare), in the cold room
- Nanodrop 2000 (ThermoScientific)

**Open access: Instruments accessible when users send in a request two weeks in advance to their local contact.*

List of instruments available (Limited access)

- Thermofluor (BioRad)
- VP-ITC (Microcal / GE Healthcare)
- SDS-PAGE, Western blot and dotblot system
- MALDI-TOF voyager-DE STR (Applied Biosystems)

**Limited access: Required training and/or fee may apply. Contact the SPC Facility for further information.*

List of equipment available

- Refrigerated centrifuge for 0.5 – 50ml tubes
- Compact balances (210g max, $\pm 0,2g$)
- pH meter
- Speed-Vac
- Ice machine
- Vacuum pump
- Deionized water
- Vortex and stirring plate
- Vacuum pump

Consumables available

- Plastic and glass ware
- 0.5, 1.5, 2.0, 15 and 50 ml tubes
- Gloves and tips
- Deep well block** for AKTA purifier

**The SPC Facility may provide deep well blocks, free of charge, if returned after use.*

Sample storage

- Refrigerator (+4°C)
- Freezer (-20°C) and (-80°C)

****The SPC Facility may provide some space for short-term storage only during your allocated beam time. Your samples should be stored in a box (provided) labeled with your name and your phone number.*

Others

- Lab coat, safety glasses
- Public computer with internet access
- Laser printer (b&w)

Chemicals

The most common chemicals are available at the SPC Facility. However, we strongly recommended you to contact the SPC Facility on beforehand if you intend to prepare solutions on site and we will verify our inventory.

Items NOT provided

Equipment or consumables listed below will NOT BE PROVIDED by the SPC Facility and should be supplied by the users. You may verify with your local contact, who might be able to provide some items on a case by case basis...

- USB memory sticks
- Concentrators
- Dialysis cassettes
- **Purification columns and superloop (AKTA)**