

Induction Form for new visitors coming to the Sample Preparation and Characterization Facility (SPC)

Welcome to SPC Core Facility at EMBL Hamburg Unit!

The purpose of this form is to give you an overview of the services and resources available and provided by the Sample Preparation and Characterization facility (SPC) at EMBL Hamburg. Our facility is connected directly to the EMBL beamlines at the PETRA III synchrotron. We offer a pipeline from the lab bench to our X-ray and SAXS beamlines, helping you to optimize and prepare your samples for structural studies. In addition our biophysical platform located at the CSSB building is equipped with cutting-edge technologies for the characterization of macromolecules and its interactions.

Regarding specific projects inquiries and any further questions, you can contact us using our main e-mail account (spc@embl-hamburg.de). If it is needed, you can send us a message to our personal e-mail addresses written below.

Our facility is arranged into two platforms:

<i>Sample Preparation and Characterization (SPC) Core Facility</i>	<i>Location</i>	<i>Main Contacts</i>
High Through-put Crystallization Facility (HTX)	Petra III, Building 48e, Ground Floor	<ul style="list-style-type: none">• Maria Garcia Alai, PhD (garcia@embl-hamburg.de)• Christian Guenther, Research Technician (cguenther@embl-hamburg.de)• Angelica Struve Garcia, SPC Lab Manager/Research Technician (astruve@embl-hamburg.de)
Molecular Biophysics Facility	Center for Structural Systems Biology (CSSB), Building 15, 1 st Floor, Laboratory 01.228 and connected to our HTX facility by a science bridge.	<ul style="list-style-type: none">• Maria Garcia Alai, PhD (garcia@embl-hamburg.de)• Stephan Niebling, PhD, Senior Technical Officer (stephan.niebling@embl-hamburg.de)

		<ul style="list-style-type: none"> • Angelica Struve Garcia, SPC Lab Manager/Research Technician (astruve@embl-hamburg.de)
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A very detailed information of our services are described in the main EMBL Hamburg main website which you can visit using the following link:

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

If you have any questions, please feel free to contact Angelica Struve Garcia (astruve@embl-hamburg.de) who will be happy to help you.

<p align="center"><i>Steps for working at the Sample Preparation and Characterization (SPC) Core Facility</i></p>	
<p><i>If you will be working in the SPC Core Facility, you will have to pass our <u>online safety quiz</u>. Please follow below steps:</i></p>	<p align="center">Completed</p>
<p>Complete the SPC safety briefing and examination before your visit, through SMIS (https://smis.embl-hamburg.de/misapps/SMISWebClient/protected/welcome.do).</p> <p>Internal Users: Please use your EMBL credentials to log in and follow the Standard Training: “EMBL-HH SPC Facility and User Lab” under the SAFETY tab.</p> <p>External Users: Create an EMBL User Portal (SMIS) account and continue with the briefing.</p> <p>Complete the safety quiz:</p> <p>At the end of the presentation, you will find a questionnaire. You need to pass this quiz with a score of 100% before you will have access to our wet lab. If you pass, an email will be automatically send to Maria Garcia.</p>	
<p>Opening an account in iLAB for SPC Core Facility Management</p> <p>In order to keep track of all our users, book time slots in our instruments and record usage financial statements, it is mandatory for all users to register in our iLAB software platform for the SPC Core Facility.</p> <p>Please contact the SPC Staff (spc@embl-hamburg.de) in advance to plan your experiment and register into iLAB:</p>	

To register for an account:

To get started, you must register for an account:

1. Navigate to the core page:
https://eu.ilabsolutions.com/service_center/show_external/3568
2. In the upper-right-hand corner click 'SIGN-UP' You should be navigated to a screen that will walk you through the registration steps.
3. Please do use your email address with iLAB and Submit the completed registration form.
4. Receive a *Welcome Email* from iLab (typically within one business day) with login credentials and basic instructions on using the system at this time.
5. Once logged in, look for the link in the left hand menu that says 'my labs'. Hover-over and select your lab.
6. Set the auto-approval amount if you do not wish to approve service requests below a certain dollar amount. To do this, select the 'Members' panel and enter a dollar amount in the 'Auto Pre-Approval' amount and click 'save settings.'

To Create a Service Request:

1. Navigate to the core page:
https://eu.ilabsolutions.com/service_center/show_external/3568
2. In the upper-right-hand corner click 'LOGIN'.
3. Enter your email address and password, and sign in.
4. Select the *Request Services* tab and click on the 'Request Service' button next to the service of interest.
5. You will be asked to complete a form and provide payment information for your request before submitting the request to the core.
6. Your request will be pending review by the core. The core will add charges and submit it back to you for approval. Make sure to watch for an email from iLab regarding your updated project.

Additional help

More detailed instructions are available in the [helpsite](#). For any questions not addressed in the manual, click on the "HELP" link in the upper right hand corner or contact ilab-support@agilent.com.

Molecular Biophysics Facility and Use of our Biophysical

Instruments:

After registering and having an active iLAB account with SPC (takes around 24 hours to be activated), SPC staff would grant you access to the equipment you are interested to use. A mandatory on-site training is required before you are able to use any instrument without supervision.

High Through-put Crystallization Facility (HTX) and Use of our HTX Crystallography Platform:

Please fill the User Registration form in our CRIMS website: (<https://htx.embl-hamburg.de>). The SPC staff will contact you once we receive your registration form. You would be able to submit your crystallization plates requests after your CRIMS account is activated. A mandatory on-site training is required before you are able to use any instrument without supervision (Mosquito LCP, Scorpion, Thermofluor runs).

Visit the scientists in charge of the SPC facility

For specific inquiries regarding on-site training, iLAB access or registration, CRIMS access and on-site training, please contact SPC staff using the given information on this sheet.

Steps for working at the Sample Preparation and Characterization (SPC) Core Facility

If you will be working in the SPC Core Facility, you will have to pass our online safety quiz. Please follow below steps:

Completed

Our acknowledgement policy

Please acknowledge any substantial contributions of the SPC Facility to your research in publications. Please state the following in the acknowledgement section of your publication:

“We acknowledge technical support by the SPC facility at EMBL Hamburg”.

Please don't forget to let us know when you publish papers that acknowledge us. This will help us keep track and to justify the existence of the facility to funding bodies.

I have read and understood the Rules of Conduct for working in the SPC Facility at EMBL-Hamburg.

Date and Signature: _____