**Guidelines for the use of the metabolomics platform of CF-MPC**

The Core Facility Metabolomics and Proteomics offers high-quality, state-of-the-art services individualized to your project needs. All available targeted and non-targeted approaches are provided by core facility personnel only, a self-service option is not available.

It is mandatory to contact us before the start of a project to arrange for an in-depth consultation session (CF-MPC-METqhelmholtz-muenchen.de). In our experience users achieve the best results when we are involved at the earliest stages of a project, but in any case, before you prepare your samples for subsequent tissue processing. Metabolomics experiments must be carefully designed and have special requirements in terms of sample preparation, data generation, and statistical validity.

We accept a broad range of human and non-human sample types such as plasma, serum, stool, tissue culture supernatant. All tissue material delivered to CF-MPC must be of Biosafety grade 2 (BSL-2). If you are working with samples above BSL-2 you must contact the facility head of the metabolomics unit (Michael.Witting@helmholtz-munich.de) to discuss if they can potentially be measured after thorough fixation and obtain prior written permission before sending such specimen by the head of CF-MPC (hauck@helmholtz-munich.de). All sample material must arrive at the core in a full anonymized manner. The core facility will store sample material only for the duration of the project. Any leftover material will be discarded or shipped back at the users’ expense upon request.

Users are responsible for ensuring that the scientific experiment carried out at CF-MPC fulfills the relevant ethical and legal specifications.

Furthermore, every user is responsible to provide a valid source of payment for the work ordered and as outlined in the quote provided by CF-MPC. This has to be confirmed in writing on the project proposal form by the head of the research team.

Please follow the procedure outlined below to guarantee efficient completion of your project:

1. Initial project meeting at an early stage

Please arrange for a mandatory project discussion of your metabolomics experiment (CF.MPC-MET@helmholtz-munich.de). Please also consider the downstream data analysis path, we are experts at qualitative and quantitative analysis and data interpretation of metabolomics data sets.

1. Project proposal form:

A further prerequisite is the submission of a project proposal. Please include any information needed to provide a clear and solid understanding of your goals and expectations.

Please download the [Project Proposal Template](https://www.helmholtz-muenchen.de/fileadmin/MPC/FILES/ProjectProposal_template_w_DATA_PROTECTION_STATEMENT.docx) for Metabolomics and complete all requested information. This project proposal will contain the results of the discussions from the previous meeting (Step 1) and needs to be sent in Word file format (.docx) to the scientist in charge of your project who will add the prospective effort for the facility and provide a quote and time estimate for your work. After mutual agreement, please sign the document and send it as .pdf. Work will commence only after receiving the signed project proposal with a valid funding source.

1. Sample preparation and submission

We have compiled standard operating procedures (SOP) that will guide you through different aspects of sample (pre-) processing, including the recommendation for sample collection, tubes, labeling, sample transfer, etc. Please read these carefully and follow the instructions. If you have any questions please do not hesitate to contact us (CF-MPC-MET@helmholtz-munich.de).

* [SOP](https://www.helmholtz-muenchen.de/fileadmin/MPC/PDF/HMGU-MCP-Metabolomics_Guidelines_V-20210222.pdf) for sample preparation of plasma, serum, urine, tissue
* [SOP](https://www.helmholtz-muenchen.de/fileadmin/MPC/PDF/2021_SOP_CellCulture_Metabolomics_V3.7.pdf) for sample preparation of cell culture

To facilitate data-handling please prepare your sample list according to the following [Example Data Sheet](https://www.helmholtz-muenchen.de/fileadmin/MPC/PDF/ExampleSampleList_Metabolomics.xlsx).

Samples are to be stored on dry ice and can be delivered in person or shipped using a commercial service at the user’s expense. Please always contact us before bringing or shipping samples (CF-MPC-MET@helmholtz-munich.de). For sample safety, avoid shipment over the weekend and close to bank holidays.

Delivery address:

Helmholtz Zentrum München
Core Facility MPC - Metabolomics Platform
Building 34, Room 335 or Room 333
Attn: Cornelia Prehn/Anna Artati
Ingolstaedter Landstrasse 1
85764 Neuherberg/Munich Germany