



July , 2016

## **Electron Microscopy Core Facility (EMCF) Heidelberg University**

### **User policy**

#### **Access to EMCF**

The (EMCF) provides technical and scientific support for transmission and scanning electron microscopy to all members of the University of Heidelberg and associated research institutions. If our time permits, we also offer our services to customers outside the University of Heidelberg. Priority will however be given to members of Heidelberg University. External users from academic institutions will be charged our regular fee, for external users from commercial organizations the fee has to be negotiated before the start of the project.

#### **Starting a project**

To start a project at EMCF you should first send a short description of your em question to [emcf@uni-heidelberg.de](mailto:emcf@uni-heidelberg.de). Thereafter we will set up a meeting with EMCF staff to review the feasibility of the project and to discuss how to proceed.

Before the onset of a project the contact and billing information sheet has to be filled in and the fee agreement signed.

#### **Charging**

At EMCF we offer two different charging systems:

1. a flat fee system for permanent users in which the use of all equipment except the F20 Tecnai microscope is included. Use of the F20 microscope comes with an additional hourly fee.
2. an hourly fee for all equipments for short term users.

#### **Booking**

Booking can be done through our booking system. Access to the booking system will be given after appropriate training. Booking hours for all equipments are Monday – Friday, 8.00 to 17.00. Work in the lab at different hours is only permitted when more than one person is present in the lab.

**Price list from 01.07.2016**

	<b>Regular/external user</b>	<b>CN member</b>
<b>Permanent users</b>		
Flat fee 6 months	6300€	5000€
TEM Tecnai F20 per hour for flat fee users	50€	40€
<b>Short term users</b>		
Use of EM10, JEOL1400, SEM Leo1530, ultramikrotomes per hour	70€	45€
TEM Tecnai F20 per hour for short term users	100€	80€
Use of freeze substitution AFS per day	65€	50€
HPF per half day	220€	175€
Epon embedding (up to 20 blocks)	270€	200€
Diverse techniques per hour (Negative staining, grid films, contrasting, glow discharge, carbon/gold coating, critical point drying)	60€	40€
Immuno labelling (single)	250€	185€

- consumables are not included in the fee. The plastic consumables for AFS and the carriers and sapphires for HPF are bought by the facility and charged according to use.

- equipment can only be used after training by EMCF personnel

- the party responsible for damages is reliable

- additional taxes MWST/UST 7% (DKFZ) and 19% (external users)

- please respect the General Laboratory Regulations (<http://www.uni-heidelberg.de/md/aci/enders/arbeitskreis/dokumente/laborordnung.pdf>)

Date, Place

Signature of the group leader

Signature from EMCF

**Project at EMCF University Heidelberg**

**Contact and billing information:**

**Name:**

**E-mail:**

**Telephone number:**

**Group leader:**

**Cell Networks member (yes/no):**

**SFB 1129 financed project number (yes/no):**

**Invoice address:**

**Account number/ "Kostenstelle"**

**Access card for INF345 needed (5 Euro):**

**Access to booking system:**

**Add to EMCF Mailing list:**

**Date:**

**Signature:**

**Project:**

**Specimen (S1, S2, S3):**

**Scientific question:**

**Techniques to be used:**