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| MasSpecLab **Mass Spectrometry Facility** | | C:\Users\Stan\AppData\Local\Temp\gabarit-uvsq-ufr-sc-sante-s-veil-9x3x150-rvb.jpg | | |
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| **Managers: Jean-Claude Alvarez – Stanislas Grassin Delyle**  **Contact:**  Stanislas Grassin Delyle  Plateforme de Spectrométrie de Masse  UFR Sciences de la Santé Simone Veil  2, avenue de la source de la Bièvre  78180 Montigny le Bretonneux, France  Tel : +33 (0)1 70 42 94 22  stanislas.grassin-delyle@uvsq.fr | | | | |
| MasSpecLab Use policy | | | | |
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1. **SERVICES PROVIDED**

MasSpecLab provides collaborations or mass spectrometry services for the analysis of elements and diverse small and large biomolecules, drugs or toxics. MasSpecLab activity includes all technical and biological operations necessary for the project, from samples reception to the redaction of the analysis report. MasSpecLab is responsible for the acquisition and maintenance of equipment and for the training of its personnel.

1. **TERMS OF USE**

MasSpecLab provides services to institutional and industrial applicants. Rates are based on the type of service desired, the amount of work needed to complete the project, membership of the team (academic or industrial) and the type of analysis report desired. For projects requiring the development or validation of appropriate methodologies, collaborative work can be considered. In this case, billing only take into account some of the samples analyzed. All the technical and biological operations are carried out by members of the platform. Nevertheless, the presence of member of the applicant team is possible during the various stages, as a curiosity, and upon request from the project leader. Supervision of a student of the applicant team to carry out all or part of a project is also possible, depending on availability of managers of the platform.

1. **RULES FOR IMPLEMENTING A PROJECT**

Following initial contact, a preliminary agreement to participate in the project is given by one of the leaders of the facility, who sends the applicant the Application Form and this use policy. The applicant must complete the Application Form by filling all the information requested, if known, and accept the conditions of use of the facility. After studying the information provided on the Application Form, an experimental design is established and a quote is provided to the applicant. The start of the project will be formalized upon receipt of a purchase order and receipt of the samples. The MasSpecLab facility produces all technical and biological operations to obtain validated raw data and then delivers an analysis report to the project manager. Submission of the analysis report is followed by the issuance of an invoice for payment of the service.

1. **ACHIEVEMENT OF ANALYSES AND STORAGE OF SAMPLES**

According to the expectations of the applicant, the analyzes will be conducted according to standardized procedures adapted to experimental research or according to procedures validated as recommended by regulatory agencies (EMEA, FDA) for clinical research protocols.

The samples will be retained by us for the duration of the project in the storage conditions indicated in the Application Form. When the final analysis report is handed, the remaining samples will be kept available to the applicant for a month under the appropriate storage conditions to be recovered, if desired. Beyond this period, the samples will be destroyed (unless requested otherwise).

1. **DATA**

The raw data will be stored by the facility for a period of 12 months and will then be destroyed. Obtaining a copy of the raw data is possible in this time on request. No data backup is provided by the facility (unless requested otherwise).

1. **CONFIDENTIALITY**

MasSpecLab guarantees the confidentiality of projects, their nature and their results. The analysis report will be sent only to the project manager whose details are filled in the Application Form.

1. **PUBLICATIONS AND PATENTS**

The data reported in the publications / patents must be consistent with those contained in the analysis report. Managers of the platform are available for writing the corresponding parts and proofreading manuscripts before submission. In case of collaborative work, managers of the platform will be associated with the authors of any publications. For service delivery, the following is required in the acknowledgments: "Mass spectrometry analysis were performed in the mass spectrometry facility MasSpecLab, UFR des Sciences de la Santé Simone Veil, Université Versailles Saint Quentin."

Managers of the platform would be grateful for applicants to forward references to publications and communications in congress conducted with data from the platform.

I hereby Choose an item. First Name, Last Name certify that I have read this document and agree to abide by the rules.

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| Signature of project manager:  Date: Click here to enter a date.  Signature: Handwritten signature or paste image below. | Signature of team manager:  Date: Click here to enter a date.  Signature: Handwritten signature or paste image below. |