

**Regulations of the Mass Spectrometry Laboratory of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences as part of the "Spectrometry in the Analysis of Biopharmaceuticals" project.**

Definitions:

IBB PAN - Institute of Biochemistry and Biophysics, Polish Academy of Sciences

MS-LAB - Mass Spectrometry Core Facility

POLiM - Laboratory for Determination of Drugs and Metabolites

ŚPSM - Laboratory of Mass Spectrometry

Ordering Party - an entity or person ordering the performance of a service in MS-LAB

KIDL - National Chamber of Laboratory Diagnosticians

**§ 1**

**General rules**

1. Mass Spectrometry Core Facility (MS-LAB) was established with the support of the Foundation for Polish Science as part of the TEAM-TECH CORE FACILITY Mass Spectrometry project, as part of the Innovative Development Operational Program.
2. MS-LAB is an organizational unit within the Environmental Mass Spectrometry Laboratory of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences, supervised by the Laboratory Manager and Project Manager TEAM-TECH CORE FACILITY, prof. dr hab. Michał Dadlez.
3. Environmental Mass Spectrometry Laboratory employs the best specialists in the field of proteomics, metabolomics, medical diagnostics, molecular biology and has access to highly specialized scientific and research equipment operated only by a team of trained employees and doctoral students.
4. No person can use the equipment at the disposal of MS-LAB without proper training.
5. POLiM, license number KIDL 3089, operates within MS-LAB.

## § 2

### Services provided

1. MS-LAB was established to provide scientific services based on mass spectrometry for:
  - a) employees and doctoral students of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences,
  - b) other entities whose main goal is to conduct scientific research,
  - c) economic operators.
  
2. The process of providing the service consists of the following:
  - I. placing an order directly in the MS-LAB system, OR submitting an inquiry to [ms@ibb.waw.pl](mailto:ms@ibb.waw.pl) and concluding a separate contract
  - II. delivering the material by the ordering party
  - III. performing the service under MS-LAB
  - IV. confirmation order fulfilment by the ordering party.

The confirmation may take the form of an acceptance protocol or it is assumed that if no complaint is submitted by the customer after 14 days from the moment of delivery of the results, the service provision process is completed.
  
3. Services are provided by applicable regulations, instructions of financing institutions, and the provisions contained in the contract for the implementation of the TEAM TECH CORE FACILITY / 2016-2 / 2 project.
  
4. MS-LAB ensures equal access to services for all potential recipients.
  
5. MS-LAB provides services based on market conditions.
  
6. MS-LAB prices are based on market prices. The preliminary prices of the experiments can be found in Appendix 1 and on the laboratory's website <https://mslabibb.pl>. Final prices for individual services depend on their analytical complexity and are calculated by laboratory employees.
  
7. The price of the service is set in zloty (PLN). The price of the service in Euro (EUR) is purely for orientation, the final price depends on the current exchange rate at the time of order.
  
8. MS-LAB accepts orders placed via the "LOS" internet system- online form.
  
9. MS-LAB offers a wide range of services:
  - a) Mass measurement of small molecules with or without LC separation;
  - b) Identification of the proteins in the solution;
  - c) Identification of the protein from the SDS-PAGE band;

- d) Identification of post-translational modifications;
- e) Differential analysis: Label-Free Quantification, SILAC, iTRAQ4 / 8, TMT10 quantification;
- f) Targeted Proteomics: MRM, PRM;
- g) NativeMS;
- h) ProtonDeuter exchange monitored by Mass Spectrometry;
- i) Quantitative Peptide Panels;
- j) Quantification of small molecule compounds;
- k) Therapy monitoring;

10. The time of the ordered service is determined based on the current access to equipment and human resources, the type of experiment and analytical complexity, and the order in which applications are received.

11. The cost of delivering the material to the Mass Spectrometry Department is covered by the ordering party.

12. Settlements are made based on VAT invoices issued to external entities after the service has been provided. Settlements of the order placed in the case of services provided to employees and doctoral students of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences are performed after the completion of the service provision process.

13. The results of the analyses are transferred via the MSLAB Internet Server or sent by e-mail to the ordering party.

### **§ 3**

#### **Obligations of the ordering party and MS-LAB employees**

1. The manager of MS-LAB is responsible for the training the core personnel of the mass spectrometry facility in the operation and safety of the equipment.

2. MS-LAB employees are obliged to follow due diligence in provided services and daily duties. They are obliged to comply with the executed experimental protocols as well as to care for their own and all MS-LAB employees' safety.

3. MS-LAB employees are obliged to take care of the equipment and other infrastructure within the scope of their competencies and to carry out the accepted documentation of works and material markings.

4. Employees are obliged to inform the Manager about all noticed irregularities which they are not able to solve on their own.

5. MS-LAB undertakes to provide services with the utmost care and following the protocols applicable to the services provided by the laboratory. All claims related to the breach of the statutory warranty should be reported to the following e-mail address: ms@ibb.waw.pl not later than sixty (60) days from the date of the service.

6. In the case where the error in the performance of the service lies on the part of MSLAB, it is obliged to inform the ordering party about this fact.

7. After placing the order, the Ordering Party accepts the MS-LAB Regulations.

8. In the case of publication of the results obtained from the services provided by MSLAB, information on the place of service provision should be provided (e.g. mass spectrometry analysis was performed at the Environmental Mass Spectrometry Laboratory of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences). The content of the required information is included in the order form in the "LOS" system.

9. If an MS-LAB employee carrying out the work received remuneration from funds from research and/or implementation projects or others, or when the equipment used was purchased with funds from sources that require this information to be recorded, the Ordering Party is obliged to include in the materials they prepare (publications, manuscripts, diploma theses, etc.) and send a copy of them to ms@ibb.waw.pl The content of the information necessary to be included will be provided by the MS-LAB employee responsible for a given service and/or can be found on the order form in the LOS system.

#### **§ 4**

#### **Final provisions**

1. The Parties undertake to resolve any disputes arising from these Regulations, or related to them, amicably through mutual negotiations.

2. If the Parties do not reach an agreement within 14 days from the date of commencement of the dispute, the dispute shall be resolved by the court competent for the MS-LAB seat.

3. Issues not included in the Regulations are settled following the Code of Civil Procedure.