



**Medizinische Hochschule  
Hannover**

**MHH**

**Research Core Unit (RCU) Metabolomics**

Carl-Neuberg-Str.1

D-30625 Hannover

Prof. Dr. Roland Seifert

Phone: +49 511 532-2798

seifert.roland@mh-hannover.de

[www.mh-hannover.de/metabolomics.html](http://www.mh-hannover.de/metabolomics.html)

## **Research Core Unit Metabolomics**

### **User Regulations**

#### **Services**

The Research Core Unit Metabolomics (RCU Metabolomics) is a service laboratory primarily intended for research groups at the Hannover Medical School (MHH). It adheres to the recommendations of the European Science Foundation for the operation of equipment centres (*Basic Requirements for Research Infrastructures in Europe*).

Its tasks include mass spectrometry-based analyses of low-molecular bacterial and eucaryotic metabolites as well as active ingredients. In particular, the following measurements are executed:

- *Targeted metabolomics*  
Endogenous metabolites (e.g. cyclic (di)nucleotides, histamine, metabolite kits)  
Experimental active pharmaceutical ingredients
- *Non-targeted metabolomics*

#### **Technical equipment**

The Research Core Unit Metabolomics is equipped with state-of-the-art mass spectrometers and HPLC systems which facilitate sensitive and highly-specific analyses. In addition, the laboratory features basic equipment for the preparation of samples and a sufficient capacity of computers, storage mediums and software.

#### **Equipment**

Mass spectrometers (AB Sciex, Waters, Agilent)

LC QTOF, API 4000, 5500 QTRAP, 5600 TripleTOF, Xevo TQ, 7000 QQQ

HPLC systems (Agilent, Shimadzu)

UPLC system (Waters)

GC system (Agilent)

## Utilisation

The samples are brought into the laboratory in accordance with the Research Core Unit Metabolomics specifications, generally as extracts in solution, or dried. The properties of the samples are to be stated by the user in writing, and the sample vials must be comprehensibly labelled. In case of bacterial extracts, the user must have submitted a clearance certificate regarding the infectiousness of the samples. On handover of the samples, a work schedule is prepared, after which the sample is prepared for measurement and analysed if possible within four weeks. The mass spectrometric data and evaluations – including database search in specific cases -are provided to the user without delay. More detailed explanations on the data can be obtained at any time from the Research Core Unit Metabolomics.

The remains of submitted samples shall be disposed of three months after the results have been sent.

The users are not intended to operate the devices directly themselves. In exceptional and duly justified cases, users can be instructed on use of the LC-MS/MS systems by the personnel of the Research Core Unit Metabolomics. However, it must be guaranteed here that the actual benefit of doing so is higher than the time required for instruction. Instructed users must coordinate the types of samples, the planned measurement methods and the measuring times in each case with the laboratory management in advance.

## User groups and fees

The Research Core Unit Metabolomics is available to the following groups in graded priority and subject to different fees:

- (1)** MHH research groups and research associations (e.g. DFG collaborative research centres (SFB)) with MHH participation
- (2)** Users from other academic (non-profit) organisations
- (3)** Users from commercial companies

For users from Group 1, no fees are levied for scientific consultation. The development of new methods can take place in cooperation with the laboratory. Proportional costs are invoiced for preparation of the samples and the LC-MS/MS or GC-MS/MS measurements.

Users from Group 2 are treated in the same way as users from Group 1, but they pay a higher fee per LC-MS/MS or GC-MS/MS measurement.

For users from Group 3, individual quotations are prepared which cover the entire costs of the measurements (full cost pricing).

For analyses using commercially-available metabolite kits, individual offers can be prepared on request.

## Data protection information in accordance with the EU GDPR

On submission of samples within the scope of scientific cooperations or service measures to the Research Core Unit Metabolomics at the MHH, your personal data (name, business address, Email, telephone number) and the type of samples are collected, recorded, saved, processed and the analysis results obtained are transmitted to you via Email (encoded using Cryptshare).

For reasons of data protection, this data processing is only possible if you as the sender have issued your consent.

## **Processing purposes**

It is also necessary to process your data within the scope of administration work, for example for invoicing of the requested analyses, for reasons of controlling and invoice inspection, for the assertion, exercising or defence of legal claims, etc.

## **Data source**

We always collect the appropriate data directly from you.

## **Access to your data**

Only the personnel of the Research Core Unit Metabolomics and of the MHH Department of Accounting have access to your personal data.

## **Legal basis for data processing**

The basis for the MHH being permitted to process your data in line with data protection law results from the fact that you have requested the analysis of samples you have submitted.

## **Archival**

The documentation on the samples is stored in the Research Core Unit Metabolomics for a period of 10 years. In the same way, all electronic data including the raw and results data are stored for 10 years. This data is made available to the users and can be transmitted at any time in full or in part.

## **Responsible entity for data processing**

The entity for data processing is the Director of the Institute of Pharmacology at the Hannover Medical School. Contact via:

Hannover Medical School, Institute of Pharmacology - OE 5320 Email: pharmacology[at]mh-hannover.de

Carl-Neuberg-Straße 1, 30625 Hannover Tel.: +49 (0) 511 532-2806

## **Rights of persons affected with regard to the processing of sender data**

Based on the EU General Data Protection Regulations (GDPR), you have the following rights of persons affected and can assert these against the MHH:

You have the right to obtain information on the personal data we store concerning you (Art. 15 GDPR). If you determine that incorrect data regarding you has been processed, you can request its correction or purpose-orientated supplementation (Art. 16 GDPR).

You have the right to request the deletion of your data if certain reasons for deletion exist. This is in particular the case if this data is no longer required for the purpose for which it was originally collected or processed (Art. 17 GDPR).

You have the right to limitation of the processing of your data, which means that your data is not deleted but rather is labelled in order to limit its further processing or use (Art. 18 GDPR).

You have a right to data portability (Art. 20 GDPR).

You always have a general right to object even to lawful data processing which is in the public interest, or which takes place during the exercising of official authority or due to the justified interests of an entity (Art. 21 GDPR).

## Complaints to supervisory authorities due to data protection violations

You have the right to complain to supervisory authorities if you are of the opinion that the processing of your personal data has taken place unlawfully. The address of the supervisory authority responsible for the MHH is:

The State Representative for Data Protection, Lower Saxony; Prinzenstraße 5; 30159 Hannover.

The contact to the MHH – Data Protection Officer can be generated as follows:

Hannover Medical School

Data Protection Officer - OE 0007 Email: [Datenschutz@mh-hannover.de](mailto:Datenschutz@mh-hannover.de)

Carl-Neuberg-Straße 1, 30625 Hannover Tel. +49 (0) 511 532 - 2555

Mobile phone +49 (0) 1761 532 - 2555

## Intellectual property and publication of results

The users are the sole owners (IP) of the measuring results. Users from the academic field can utilise the information and intellectual property of the Research Core Unit Metabolomics, which can be summarised under the term *foreground IP*, for teaching and research. The participation of the Research Core Unit Metabolomics in the generation of data must be taken into consideration on publication. If the scope of the participation justifies a co-authorship for laboratory personnel (e.g. for the development of methods, participation in test planning, comprehensive evaluations etc.) then this personnel must also participate in the creation of the manuscript. Any other form of participation is to be listed in *Acknowledgements*, for example through the following statement: "*We would like to acknowledge the assistance of the Research Core Unit Metabolomics at the Hannover Medical School*".

Hannover, February 21, 2019



Prof. Dr. Roland Seifert