



September 2023

User policy - Electron Microscopy Core Facility, Heidelberg University

Access to Electron Microscopy Core Facility (EMCF)

The EMCF is a DFG-registered service facility (RI_00565), which 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 must 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. 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 must be filled in and the fee agreement signed.

Charging

At EMCF we offer two different charging systems:

1. a flat fee system 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 equipment 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 equipment are Monday to Friday at 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.

Publication guidelines: Any publication where the microscopes or support from EMCF members was used must include an acknowledgment sentence like: *"We are thankful for the support from the electron microscopy core facility (EMCF) at Heidelberg university."*

If EMCF staff is actively involved in research projects more than introducing equipment and consultation, then the EMCF member should be regarded as a co-author in the publication.

EMCF price list	Prices
Permanent users	
Flat fee 6 months	5000
TEM Tecnai F20 per hour for flat fee users	40
MicroCT Flat fee 12 months	1000
Short term users	
MicroCT per hour	20
Use of EM10, JEOL1400, SEM Leo1530, ultramikrotomes per hour	70
Your own ultramicrotomy	30
TEM Tecnai F20 per hour for short term users	90
Use of freeze substitution AFS per day	60
HPF per half day	200
Epon embedding (up to 20 blocks)	250
Diverse techniques per hour (Negative staining, grid films, contrasting, glow discharge, carbon/gold coating, critical point drying)	60
Immuno labelling (single)	250
Serial Sectioning on ITO	80

- equipment can only be used after training by EMCF personnel
- the party responsible for damages is liable
- additionally, taxes MWST/UST 7% (DKFZ) and 19% (external users)
- please respect the General Laboratory regulations of Heidelberg University (<http://www.uni-heidelberg.de/md/aci/enders/arbeitskreis/dokumente/laborordnung.pdf>)

Date, Place

Signature of the groupleader

Contact and billing information

Names (students/post-docs who will work with EMCF):

E-mail:

Telephone number:

Group leader:

Invoice address:

Sales tax identification number (VAT Reg.):

Account number/ “Kostenstelle”:

Date:

Signature: