

SERVICIO DE PROTEÓMICA Y GENÓMICA

GENERAL RULES OF THE FACILITY

1. SERVICE REQUEST

Analysis are performed upon request, formalized in Service Requests.

It is necessary to fill in the application form available on the website of the Facility <https://www.cib.csic.es/es/servicios/servicios-cientificos/proteomica-y-genomica>, which can be delivered to the laboratory by hand, attach it in the sending of the samples or can be sent by email to the e-mail: proteomica@cib.csic.es.

If you have any questions regarding the selection of the service and the appropriate form for sample analysis, consult the technical staff of the Facility by email or telephone.

2. CONSULT THE SERVICE RATES

https://www.cib.csic.es/sites/default/files/inline-files/TARIFAS%20PROTE%C3%93MICA%202021_5.pdf

https://www.cib.csic.es/sites/default/files/inline-files/TARIFAS%20GEN%C3%93MICA%202021_2.pdf

3. SENDING SAMPLES

Samples may be sent by mail, courier, or personally delivered to the Facility.

Depending on the type of sample to analyze, maintenance precautions shall be taken about temperature and other conditions necessary for the material to be received without degradation.

It is recommended to follow the instructions in the following link:

<https://www.cib.csic.es/sites/default/files/inline-files/Instrucciones%20env%C3%ADo%20muestras%20servicio%20%281%29.pdf>

The Facility is not responsible for the results obtained if samples do not meet the conditions specified in these instructions.

The Proteomics and Genomics Facility doesn't retain the samples provided by the user unless the user clearly specifies it when delivering them and arranges their collection with the Service staff.

4. DELIVERY OF RESULTS

Users will be informed by e-mail of the results of the analysis corresponding to their service request. The user will confirm the receipt of the e-mail. These files will consist of the report of the work carried out, if applicable, the files with the results themselves, and a folder containing the original data acquisition files.

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5. DATA RETENTION

The Service will keep this data for two years, after this time any new analysis, interpretation or processing of data will only be possible with **the files provided to us by the user**.

6. BILLING OF SERVICES

The billing of services provided is carried out through the Management of the Center. From the Proteomics and Genomics Facility, the Charge Note is sent to the Principal Investigators on the first days of each month, detailing the services performed.