

**UTHSCSA Institutional Mass Spectrometry Laboratory**  
**Operating Policies**  
*updated 7/19/13*

*Oversight* - Dr. Susan Weintraub has primary oversight for the UTHSCSA Institutional Mass Spectrometry Laboratory (MSL). The laboratory has two components: proteomics (main campus, Medical Building) and metabolomics (STRF). Kevin Hakala, M.S. is Technical Director of the proteomics component and Xiaoli Gao, Ph.D. is Technical Director, of the metabolomics component. Dr. Weintraub maintains oversight for all financial matters of the MSL. An advisory committee that includes major and minor users of the MSL, representing a range of departments and schools at UTHSCSA, has been assembled to set guidelines for laboratory operation (including sample scheduling policies and fees), develop strategies for support of the laboratory, evaluate needs for acquisition of new instrument, and be available for problem solving. Members from the user group serve three-year terms, with reappointment made when appropriate. Dr. Weintraub and Mike Wilson, Ph.D. (Director of Institutional Cores) are *ex officio* members of the Advisory Committee. A chair of the committee is elected annually by majority vote of the members. The committee meets annually, with additional communication maintained by e-mail and telephone. Attendance by users and potential users of the facility is permitted, but voting is limited to committee members. The current members of the MSL Advisory Committee are: Les Myatt (chair; Obstetrics and Gynecology), Reto Asmis (Clinical Lab Science), Peter Dube (Microbiology & Immunology), Pam Larsen (Cellular & Structural Biology), Don McEwen (GCCRI/Biochemistry), Sue Mooberry (Pharmacology), Bjorn Steffensen (Periodontics).

*Sample submission* - It has been the experience of the MSL that optimal results are obtained when prior discussion takes place between the investigators submitting the samples and MSL personnel. For new projects, Dr. Weintraub and/or appropriate MSL personnel meet with the investigator and their staff members to clarify the questions being asked and discuss important issues of sample preparation. Samples are then brought to the MSL (or are sent by an appropriate carrier for outside users). A service request form must be submitted from the Research Core Laboratories website (<http://research.uthscsa.edu/RCL/>) Samples are generally processed and analyzed on a "first-come" basis unless prior arrangements have been made. Samples submitted by UTHSCSA investigators receive precedence over those from investigators at other institutions. Scheduling of proteomics samples to be analyzed by MSL personnel and instrument time for ESI-TOF/MS analyses run by users are handled by Mr. Hakala, based on sample stability, instrument availability and any particular needs of the investigator. Metabolomics analyses are scheduled by Dr. Gao. Final reports for proteomics analyses are prepared by Mr. Hakala or Mr. Pardo, and for metabolomics analysis by Dr. Gao, with oversight for all reports the responsibility of Dr. Weintraub.

*Sample charges* - Fees are generally charged on a per-sample basis according to a schedule posted on the RCL and MSL websites. The fee schedule was formulated on the basis of operating expenses of the laboratory in addition to comparison with other academic mass spectrometry facilities. For some multi-faceted complex investigations, a project charge is agreed upon to cover a specific time period and estimated number of analyses. Fees are reviewed annually and adjusted as necessary, with guidance from the Advisory Committee.