

Access to the protein production core facility (PPCF = PP)

The following steps have imperatively to be followed to access the PPCF

- General health and safety as requested by your employer
- General health and safety as requested by DESY
training.desy.de
- Biosafety instruction according to GenTSV by PPCF project leader
susanne.witt@cssb-hamburg.de
- Transponder access to PP can be granted by PPCF head. Fill in the respective form available from the caretaker and present the form to the facility head for signature. The caretaker can then activate transponder access.
Caretaker: caretaker@desy.de
PPCF head: susanne.witt@cssb-hamburg.de
- BEFORE using any instruments in the PPCF
 - Instruments need to be booked via the PPCF PPMS system before usage (see also pages 2 & 3 of this document)
<https://ppms.eu/cssb-hamburg/user/?pf=3>
 - A specific training for ANY instrument use is mandatory for all users. Using of PPCF equipment without respective training will revoke access privilege.

Novice users (= first time users in the facility) automatically booked their training when booking the equipment via the PPMS system. Novice users can only use the facility during business hours (Mo – Fr : 8:00 am - 4:00 pm). Users trained by facility staff can book equipment independently and at out of office hours. Individual training can also be requested by directly contacting PPCF staff:
pp@cssb-hamburg.de
- BEFORE using any consumables in the PPCF
 - If consumables are bookable via the PPMS system (such as plates, media and similar) request the specific kind and number of consumables via the PPMS system.
 - If consumables are not bookable contact facility staff directly and request consumables.
 - Taking any consumables from the facility or using consumables in the facility without booking or permission will revoke access privilege.

Online access to the protein production core facility (PPCF = PP)

- You can reach all services of the PPCF via the PPCF-CSSB web page:
https://www.cssb-hamburg.de/facilities/pp/index_eng.html
- For booking of equipment please use the "check availability" button. This will redirect you to the login of the online booking system for PPCF
<https://ppms.eu/cssb-hamburg/user/?pf=3>

PPMS for the Protein Production Core Facility - PPCF

Home Account creation request Schedules Statistics Logout

Login

Enter your username: To find your username:

Enter your password:

Login

- If you do not remember your password, you can follow these instructions
- If you do not have an account yet, you can fill in a user account creation request
- If you cannot login or have any trouble please contact: PPCF facility, email:pp@cssb-hamburg.de
- This core facility management system is also used by the following facilities: Advanced Light & Fluorescence Microscopy Facility (ALFM), Multi-User CryoEM Facility (CryoEM)

- Please read the instruction.
- If needed, please request a user account here: _____

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PPMS user account creation form

PPMS accounts on this system are used by the following facilities: Advanced Light & Fluorescence Microscopy Facility (ALFM), Protein Production Core Facility (PPCF), Multi-User CryoEM Facility (CryoEM).

Important:
If you have a PPMS account that does not work anymore or may have been deactivated, please do NOT fill out this form, please contact an administrator for assistance: PPCF facility, email:pp@cssb-hamburg.de.
If you do not remember your password, you can follow these instructions.

Please choose one of the following options:

Your institution is CSSB-Hamburg
 Your institution is NOT CSSB-Hamburg

- Please read the instruction and choose whether your home institution is CSSB or not.

- Enter your details in the form that appears and submit the form.
- Your request will be processed by the PPCF team as quickly as possible.
- You will be sent an email with a link to reset your password.
- Follow in instructions and you have access to the booking system.

Home **Account creation request** Schedules Statistics Logout

Please choose one of the following options:

Your institution is CSSB-Hamburg
 Your institution is NOT CSSB-Hamburg

Please enter your details below (*: required fields)

First name: *

Last name: *

Phone: *

Email: *

If your email exists in both a short and a long form, please use the short form
 (Use username@cssb-hamburg.de instead of firstname.lastname@cssb-hamburg.de)

Financial Account number: (optional)

Password you want to use: *

Retype password: *

• Do not use a dictionary based word, or a name
 • Do not use series like 1234 or qwerty or abcd
 • Try to use combinations of lowercase (a-z), uppercase letters (A-Z), numbers (0-9) and non-alphanumeric characters
 • The non alphanumeric characters allowed are:
 ! * # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~ and the space character

Group: * filter
 My group is NOT in the list

Submit form

- In case of any problems with the online booking system or if you have any other inquiries related to the PPCF and its services and trainings please contact us via:

pp@cssb-hamburg.de

Please note that you can only enter the PPCF lab when you received all necessary safety and S2 biosafety trainings. Any equipment use requires booking of the instruments and related consumables. Novice users need specific training for each instrument they wish use. No consumables can be used or taken from the facility without booking or permission of the facility staff.