



# MCTP SUBMISSION CHECKLIST

**PROJECT WAS DISCUSSED WITH MCTP-STAFF**  
[metabolomics-projects@uni.heidelberg.de](mailto:metabolomics-projects@uni.heidelberg.de)

**ONLINE REQUEST SUBMITTED (PER INDIVIDUAL ANALYSIS)**  
[hmls.corefacilities.org/](https://hmls.corefacilities.org/)

## **SAMPLES PREPARED ACCORDING TO USER GUIDELINES**

- **Initials + consecutive numbering as label, e.g. MM\_01**
  - **No adhesives only written labels**
  - **Sample sets >15 samples, please randomize sample order**
- **For correct sample weights/volumes, please check user guidelines**
  - **Solids: Weighed and pulverized in 1.5/2ml tubes**
  - **Solids whole: weighed sample in 2ml tubes**
  - **Liquids: Not overfilled in 1.5/2ml tubes**

## **SAMPLE HANDOVER**

- **Transfer on dry ice**
- **Delivery in plastic or paper box**

**Submission times:**

**MON 10:30 – 11:30, TUE 9:00 – 11:00, WED 13:30 – 15:00, THU 9:00 – 11:00;**  
other times upon prior consultation via  
[metabolomics-samples@uni.heidelberg.de](mailto:metabolomics-samples@uni.heidelberg.de)