

## Registration form for accessing the Core Facilities of the Medical Faculty of the University of Bonn

(Please note that the access authorization is valid for one year after the issuing date)

Please fill in ALL fields for rapid processing and hence rapid access to the core facility. Send the completed and signed original form back to the MCF manager.

### Contact information of the applicant:

First name:	Title:
Last name:	
Address:	
Zip code, City:	
Country:	
Phone number:	
Email:	

### Application for:

<input type="checkbox"/> New registration
<input type="checkbox"/> Renewal of registration
<input type="checkbox"/> Other reasons:

### You are:

<input type="checkbox"/> Employed at the Faculty of Medicine of the University of Bonn
<input type="checkbox"/> Not employed at the Faculty of Medicine of the University of Bonn

### Then please state your employer

Name of the employer:

Address of the employer:

### For which core facility do you want to get access?

<input type="checkbox"/> Biobank	<input type="checkbox"/> Cell Programming
<input type="checkbox"/> Flow Cytometry	<input type="checkbox"/> Mass Spectrometry
<input type="checkbox"/> Microscopy	<input type="checkbox"/> Nanobodies
<input type="checkbox"/> Next Generation Sequencing	<input type="checkbox"/> Transgenic Service
<input type="checkbox"/> Virus	<input type="checkbox"/> Zebrafish

**Herewith I declare that I have read and understood the General Terms of Use and applicable Special Terms of Use. Furthermore, I declare that I comply with the formalities of the General and Special Terms of Use. I am aware that violation of the General or Special Terms of Use will result in withdrawal of the permitted access to the core facility.**

\_\_\_\_\_  
City, date

\_\_\_\_\_  
Signature of the applicant

## Registration form

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Declaration of consent of the principal investigator

First name:	Title:
Last name:	
Address:	
Zip code, City:	
Country:	
Phone number:	
Email:	
Name of the research group:	
PSP-Element and/or cost center for billing:	

**Herewith I declare that I have read and understood the General Terms of Use and applicable Special Terms of Use for access to the core facility, for which my employee applies. Furthermore, I declare that I comply with the formalities of the General and Special Terms of Use. I declare that I am aware that violation of the General or Special Terms of Use by a member of my group will result in withdrawal of the permitted access to the core facility.**

**I understand that my account will be charged with the arising costs and that the monthly billing will be send by email. I promise to validate the billing within 14 days after receipt.**

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City, date

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Signature of the PI

# General Terms of Use

### **Mission:**

We believe that the science site Bonn is uniquely positioned to maximize its scientific creativity and output if technologies are made easily accessible through well-structured facilities with professional leadership that manages the use of infrastructure. In particular, a large number of the projects currently underway in the Life Sciences area at the University of Bonn require different modern cellular imaging modalities. This applies to numerous projects in the area of Immunosciences and Neurosciences, but also to other areas of research at the research campus Bonn. The creation of a central Microscopy Core Facility will meet these needs, centralize the expertise for high-end-imaging applications, and will provide uncomplicated access to these modalities for all research groups at the University of Bonn and the Helmholtz and MPI associated institutions. Moreover, the imaging capabilities will be extended to provide access to cutting edge tools that are not yet available at the University of Bonn.

### **§ 1 Definitions of terms**

- The Microscopy Core Facility (MCF) is an institution of the Faculty of Medicine.
- Instruments mean devices and equipment available for use by all relevant persons.
- Internal users mean all persons who are university staff or who work for the university in an ancillary capacity. It also includes persons who are registered as guest scientists, recipients of stipends at the university.
- External users mean all persons who are not internal users and who, upon application, may receive usage access to the Core Facility; this also includes persons who belong to an organization with which the Faculty of Medicine maintains contractually documented scientific or strategic cooperation.
- Privileged status means a status whereby external users can receive expanded access authorization and price reductions.
- Cost-bearing institution means any legal entity whose staff, agents, representatives or affiliates use the Core Facility as external users.

### **§ 2 Use of the Core Facility**

The MCF is available both to internal users and to external users. In use of the MCF, internal users have priority over external users. The scientific head of the MCF decides, exercising reasonable discretion, the extent to which external users may use the MCF, and he/she reports to the Board regarding such use.

### **§ 3 Access rights for internal users**

Internal users may reserve and use the Microscopy Core Facility 24/7. When registering, internal users must state that they are internal users.

### **§ 4 Access rights for external users**

External users normally have access on Monday through Friday, from 8 a.m. to 6 p.m. A privileged status may be granted by the Core Facility Steering Committee. Application should be directed to the MCF Managers (Gabor Horvath, Hannes Beckert).

### **§ 5 Requirements applying to Microscopy Core Facility bookings**

To be able to book and use any MCF instrument

- You must register as a user
- You must have been properly trained/familiarized, by MCF staff, for/with the particular setup you wish to use, and you must assert, via your signature, that you have received such training/familiarization.

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By signing the registration form you accept the applicable Terms of Use. The registration is valid for one year. Please note that activation of the booking database can take up to 48 hours.

### § 6 Procedure for making a booking

For every instance of use, a booking must be made with the core facility being used. Such bookings are made online, via the database for the core facility in question. Except in individual cases in which the Managers of the MCF, or a staff person appointed by him/her for this purpose, decide differently, the following rules apply to booking of MCF instruments:

- Bookings
  - may be made no more than 4 weeks in advance
  - may be made for no more than 3 appointments per week and instrument
  - may be made for no longer than 4 hours/day
- A booking may be cancelled at no charge if the cancellation is made at least 24 hours before the commencement of the booked time. A user who cancels a booking late (i.e. fails to cancel at least 24 hours before the commencement of the booked time) will be charged for the pertinent booked time.
- Long-running experiments should be scheduled to run at night, between 7 p.m. and 7 a.m.

### § 7 Publications

Users are required to do the following, to the extent such actions accord with good scientific practice:

- In publishing their results, to acknowledge the contribution of the MCF to their work;
- To send the MCF a copy of every publication that is based on research conducted in the MCF.

### § 8 Data storage

While users may temporarily store data on the MCF systems, they must transfer their data to another location as soon as possible. For this reason, data files more than 30 days old will be deleted automatically. The MCF may not and cannot assume any responsibility for users' data. The MCF explicitly note that automatic storage of any research data on the MCF systems could infringe on the relevant owners' rights to the data. The MCF is entitled to save, and to use, to the necessary extent, all data required for management and administration of usage, including personal data of users. No data are made available to third parties, except as required in connection with the aforementioned purpose.

### § 9 Security and managerial authority

All instructions and warnings of MCF staff must be strictly observed. In the interest of ensuring conformance with the safety requirements for the use of the core facility involved in each case, in booking a specific instrument a user must declare that he or she has been instructed in the use of the instrument and the core facility involved. The MCF emphasizes the scientific nature of its instruments and premises. In addition, all users are strongly requested to apply the caution and care necessary for work in laboratories and experimental environments. In particular, users must observe (not an exhaustive list):

- Occupational safety regulations (including regulations regarding use of lasers, etc.)
- Laws pertaining to genetic engineering
- Laws pertaining to animal welfare
- Rules and regulations for proper disposal of chemical waste

Prior to making a booking and proceeding with his or her use, a user must check whether the intended use is subject to specific legal conditions. The reason for this is that the MCF may be used only in accordance with the applicable legal provisions.

## **General Terms of Use**

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### **§ 10 Prices**

Use of the MCF is subject to charges.

The relevant rates are based on the actual costs of the MCF and on users' status, in keeping with the applicable legal regulations. The price tables for the MCF are always posted, in their most recent versions, on the website. Price changes are announced in advance. Every user is responsible for informing himself/herself of currently applicable prices.

### **§ 11 Invoicing**

All costs accruing in connection with usage by an internal user are charged, directly and automatically, to the relevant cost center (Kostenstelle) of the UKB administration. In cases where this is not possible, the MCF will inform the relevant cost-center manager, and the responsible Controlling and Finance Department, monthly regarding the services provided for the user. Such notifications are provided as detailed statements of costs (on a special cost form). In the case of an external user, the Controlling and Finance Department invoices either the user, or the relevant cost-bearing institution, on a monthly basis. The relevant invoices show the services provided by the MCF, the time used by the user and the applicable individual prices.

### **§ 12 Consequences of improper use/violations of rules and instructions**

In cases of improper use of the MCF, of violation of rules or regulations for usage or of violation of instructions of the MCF staff (§ 10), the head of a core facility has the right to temporarily exclude the affected user from further use of the MCF. The Core Facility Steering Committee decides on any permanent revocations of usage privileges.

### **§ 13 Liability**

The MCF wishes to prevent any and all harm to their users and their instruments. Any and every instance of damage or malfunction must be reported immediately to the MCF staff. Any damage to MCF instruments that can be attributed to intentional or grossly negligent actions on the part of an internal user will be brought to the attention of the head of the MCF. The Steering Committee may ask the Deans Commission Core Facilities to assign the resultant costs to the cost center of the responsible user. The cost-bearing institution is liable for all damages caused by external users affiliated with it. Neither the Deans Office, nor the Medical Center administration or the Core Facility Steering Committee shall be liable for, with respect to external users, nor compensate external users for, any personal, material and property damage incurred by external users, or their cost-bearing institutions, their staff members or their agents, unless such damage has been caused intentionally or through gross negligence. This exclusion of liability shall not apply to personal injuries. The MCF cannot guarantee that know-how, work results, documents and items made available are correct, useful and complete and may be used without infringing the rights of third parties.

### **§ 14 Conflict resolution**

In case of overbooking, a conflict resolution procedure is established. In a first step, the core facility technical management attempts to resolve the conflict. In a second step, the conflict resolution is carried to the core facility steering committee, which hears the case. The steering committee can hear the involved parties. The steering committee makes its decision by majority vote of the members present. The decision of the steering committee is binding.

### **§ 15 Other provisions**

The MCF will issue Special Terms of Use that set forth the strategies and procedures applying to its various services. Unless expressly stated otherwise in such Special Terms of Use, the General Terms of Use shall prevail.

# Special Terms of Use

The following rules extend or modify the General Terms of Use according to § 15 therein for the Microscopy Core Facility (MCF).

If no specific rules are implemented herein the § 15 remains effective.

### General rules:

- All instructions and warnings of MCF personnel must be strictly followed.
- Systems should only be used as instructed. Do not remove or exchange objectives or other components. If you need to modify the setup, MCF personnel has to be present and do the change for you.
- Removal of any MCF material from any microscope room is forbidden.
- All users have to leave the system suitable for the next user (remove samples, clean objectives, close software, clean workspace).
- Everything not belonging to the MCF has to be removed. Anything left in the MCF rooms can be used by all other users.
- Please follow the MCF Guidelines.

### Data storage and retention policy:

- Data storage and safety rules follow General Terms of Use § 8: The user is responsible for the data. The MCF holds no responsibility for data. Data older than 30 days will be deleted without further notice.
- The use of USB devices is strictly forbidden. To transfer your data, the MCF staff provides an external USB hard disk. Once the hard disk has been connected to a computer outside the MCF, it is forbidden to connect it again to a computer of the MCF. The users must bring back the borrowed hard disk as soon as possible to the MCF personnel.

### Publications:

- According to General Terms of Use § 7, the use of MCF equipment has to be mentioned in publications, including master and PhD theses. The MCF asks its users to send notification if an experiment performed on a MCF instrument is published in a scientific journal. Co-authorship for scientific publication should be considered if the members of the MCF significantly contributed to the published research, either in experimental design, measurement acquisition or image analysis.

### Booking rules:

- Systems have to be booked in advance by contacting the MCF personnel.
- Systems can only be used unassisted after the user has been sufficiently trained on the system by MCF personnel.
- Booking requires a valid budget. The system usage fee is based on the booking calculated as well as billed according to General Terms of Use § 10 and § 11. The system fees can be found in appendix 1.
- Cancellation of a booking is possible up to 24 h in advance without recharge by contacting the MCF personnel.
- If the booking is canceled later than 24 h in advance, the full usage fee applies. If another user books the same (full or partial) time period, your fee will be reduced accordingly. The MCF will not charge twice for the same time period.
- At the end of each session, check booking database: generally the “2 hour” rule applies:
  - no user within the next 2 hours: last users have to switch off the system according to procedures.
  - another user within the next 2 hours: close the software and log off the computer but leave the hardware switched on.

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- Some systems have different “time” and switching off rules, which will be written next to the system and are to be respected.
- Consequences for failing to switch off a system: user will be charged for the extended booking time up to the time the MCF personnel discovered the left-on system (usually not before the next morning!) PLUS assistant time to properly switch off the system.
- Bookings may be:
  - made for no more than 3 appointments per week and instrument
  - made for no longer than 4 hours/day (overnight bookings excluded)

### Safety regulations:

#### Laser safety:

- Laser safety regulations apply anytime
- Do not enter rooms where the laser sign is switched on
- Never look into the laser beam
- Know where to find the emergency shut-offs
- Do not change any hardware (it may be important for laser safety)

#### Biosafety/chemical safety/occupational safety regulations:

- Genetically modified organisms may be used according to the biosafety classification of the MCF (S1). The user is responsible to inform the project leader of the exporting laboratory and this project leader has to make sure that the regulations for genetically modified organisms will be respected by the MCF user. In case of questions contact the MCF personnel before bringing the organism/sample into the MCF!
- The MCF user is responsible to take care of appropriate waste disposal before importing any material.
- Gloves are ONLY allowed for handling the sample. NEVER use gloves on other parts than the sample (including computer mouse, keyboard, microscope controls)
- Wearing lab coats in MCF rooms is mandatory.
- Occupational safety regulations apply anytime. Harmful or toxic material must be treated accordingly. If those regulations are not applicable in the MCF, users have to contact the MCF personnel before importing such materials into the MCF.

In case of a violation of these Special and General Terms of Use the facility managers may prohibit any further use of the MCF.

# MCF Guidelines

An introductory training and brief formal orientation is mandatory for all users before beginning use of the facility. Training is provided for use of the microscopes. We do not permit access to the instruments for users who were not trained directly by MCF personnel.

We therefore recommend the following procedure:

1. Get in contact with the MCF personnel either by e-mail or by phone.
2. Make an appointment where we discuss the overall goals of your work and how to customize your experiments.
3. When you have prepared your test samples according to the recommendations made during the initial meeting with the core facility, we will introduce you to the instruments making a basic acquisition setup with your samples.
4. If you want to use the instrument unassisted, a training (1-3h) is mandatory. Afterwards, you are allowed to make bookings for the instrument.
5. With the first data, we then will show you the possibilities of data analysis located at the core facility, thereby discussing any future recommendations for your experiments.

### **Assisted use:**

The users should contact the scientific adviser to schedule an appointment on the instrument when both parties are available.

### **Training for unassisted use:**

To use instruments of the MCF on your own, each user must undergo training by the scientific adviser of the facility for each microscope system s/he would like to use.

We highly advise users to ask for microscope training, as this will help to educate the user about how the microscope works and how to best design their experiments for microscopy imaging. General microscopy training lectures for small groups are planned for the near future and will be scheduled for twice a year if demand is met.

### **Booking:**

For booking of the MCF instruments, we will provide an online booking system. Currently, that booking system is under consideration, and all bookings will go through the MCF managers. Contact Gabor Horvath for booking instruments at the BMZ I and Hannes Beckert for booking those at the Life&Brain.

Booking times: on weekdays 8:00 - 18:00. However, overnight experiments or experiments extending into the weekend days can be scheduled after discussion with the MCF personnel.

### **Consultation:**

The scientific adviser is available to discuss projects and imaging needs, and to help troubleshoot sample preparation. Discussing various issues with imaging instruments in your own lab is also possible.

### **Data retention policy:**

Users will have 30 days to move their data to their own storage devices before acquired images are deleted. Ultimately, the users are responsible for their own data and they should set up their own system for data storage that is compatible with general data retention rules. Network access to data storage devices at the facility is being planned, and will be integrated into the general user access and booking system.

Some instruments are exempt from the previous rules. You will be informed by the MCF personnel during the introduction.



## MCF Guidelines

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### **Publications:**

The Facility asks its users to send notification if an experiment performed on facility instrument is published in a scientific journal. We would also kindly ask to acknowledge the use of services provided by the facility.

Co-authorship for scientific publication should be considered if the members of the Facility significantly contributed to the published research, either in experimental design, measurement acquisition or image analysis.

**In case of a violation of these rules as well as of the General Terms of Use or the Special Terms of Use the facility manager may prohibit any further use of the LMF.**

I accept the rules:

\_\_\_\_\_

City, date

Signature

\_\_\_\_\_

Name