

PROTEOMICS CORE FACILITY

TERMS AND CONDITIONS

INTRODUCTION

This document specifies the duties and responsibilities of the Proteomics Core Facility of IBSLor as well as those attending to the users of the services. The term “user” means:

- Any person (member/academic or private collaborator) who is using the service(s) of the Core Facility ;
- Any person who is using equipment of the Core Facility, either internal to the lab or external ;
- Any person who benefits from the services of the Core Facility for educational purposes.

CHAPTER 1: ACCESS TO THE SERVICE AND SETTING-UP OF A PROJECT

The Core Facility is opened to all users (members, academic institutions or private companies) from France or abroad.

Launching a project requires prior agreement between the person in charge of the Core Facility and the user, in order to define the objectives of the project and to specify the expectations and duties of each party.

For each project, the user must complete a service request, explaining the main points of the project. This can be sent by email. At the least, it should include the **type of samples, their number and the biological question asked** in the project. In addition, the **source of funding** used to cover the costs of analysis should be given as well as the **identity of the managing body**, as they influence the costs of analysis. If necessary, assistance will be provided by the Core Facility's competent staff.

Feasibility of the project is assessed by the head of the Core Facility, taking into account both technical and human, available resources. The Core Facility is thus fully entitled to decline the execution of a project, for instance, because technical requirements are not met.

Upon receipt of the Service Request Form, a corresponding quotation will be sent to the user for approval.

No service will be initiated by the Core Facility before a copy of the signed quotation “Agreement Form” is received. Signature by the user (or his/her legal representative) is to be preceded by the hand-writing of “Bon pour accord” (which is French for “Agreement with the proposed service”). Also, Date/Name/Institution stamp are required (a scanned version, sent by e-mail, is accepted). The user should also issue the dated and signed, institutional Purchase Order (PO) in accordance with the quotation. Signed PO is mandatory for implementation of the service by the Core Facility.

All these documents should be sent by e-mail to both the head of the Core Facility, and IBSLor administrative/accounting service (ibslor-contact@univ-lorraine.fr).

CHAPTER 2: FINANCIAL TRANSACTIONS AND BILLING

The institutional Purchase Order (PO) should mention the following legal entity as a service provider:

Université de Lorraine

Service Mutualisé de Plateformes IBSLor

34, Cours Léopold
54000 NANCY
FRANCE

For information:

VAT registration number: FR24130015506 (Please always indicate this somewhere on the PO.)

An invoice will be issued only when the project is completed by the Core Facility (unless a specific requirement for billing in advance would have been expressed by the user).

Prices indicated by the IBSLor Core Facility are normally valid for one year. Some items can possibly have their prices updated during the financial year. Any project, for which a signed purchase order has been received, will not be affected by this price change.

CHAPTER 3: BIOLOGICAL SAMPLES

All biological material/sample remains a property of the user. During execution of the project, the samples will be stored in due conditions by the Core Facility. The left-over (if any) may be returned to the user upon request and at his/her expenses. Otherwise, the biological samples will be destroyed after completion of the project.

By signing this document, the user agrees to provide the head of the Core Facility and/or the person in charge of the equipment used for the project, with all information regarding potential risks (pathogenicity, transgenic/transformed cells, chemicals, radioactivity, etc.) pertaining to the samples. The head of the Core Facility is again fully entitled to decline to provide services if samples are deemed too risky towards the staff or the equipment.

CHAPTER 4: USE OF EQUIPEMENT IN FREE ACCESS MODE

The devices (equipment) of the Proteomics Core Facility can not be used in the free access mode.

CHAPTER 5: DUTIES OF THE CORE FACILITY

In respect of quality management policy initiated by IBSLor, the Core Facility is engaged to satisfy the needs of its users through the continuous update of knowledges and know-how, and in continuous improvement of performance of its equipment and continuous improvement of the organization of the service, according to current rules and regulations.

The Core Facility guarantees the mastering of your project by the quality and traceability of the results it provides you.

- Deliver high-quality service for the user.
- Provide all necessary consumables required for proper use of the device.
- Systematically inform the user of any malfunctioning of the equipment, that is likely to impact the results quality.
- Provide response in case of any complaint from a user.

CHAPTER 6: HEALTH AND SAFETY RULES

Each user is required to comply with health and safety rules and good laboratory practices.

For obvious reasons of health and safety, it is essential to respect the following rules:

- Eating or drinking in the lab are prohibited • Wearing a lab coat and gloves is compulsory.
- Respect the selective sorting of lab wastes generated during wet lab experiments (uncontaminated waste, glass, liquid chemical waste, biological waste...) is required
- Respect of Health and Safety instructions posted in the Biopôle in case of evacuation of the lab (e.g.: Core Facility abandon in case of a fire alarm ...).

CHAPTER 7: BACKUP AND STORAGE OF DATA

The Core Facility guarantees to the user the storage of its crude experimental data and interpreted data during 12 months. It is the responsibility of the user, to request data transfer from the core facility within that period. a web browser link will be provided for the user to download and store the data.

CHAPTER 8: INTELLECTUAL PROPERTY

The scientific data obtained for projects in the « **academic or industrial service** » mode are the exclusive property of the research laboratory and/or the user conducting the experiment. Use of these data by the Core Facility, can only be made with an explicit agreement of the user or his supervisor (project leader).

Both parties are engaged not to publish or disclose any scientific or technical information belonging to another party, and for which user or the Core Facility would be aware of during the execution of the project.

CHAPITRE 9: DISSEMINATION AND PUBLICATION OF THE RESULTS

For the projects conducted in « **academic or industrial service** » mode, the technological or technical contribution of the Core Facility must be acknowledged and explicitly mentioned in the Acknowledgements section of any document that would refer to results from data generated at the Core Facility.

For any work needing specific analytical developments, based on a scientific contribution from a Proteomics Core Facility staff, the user is bound to associate the persons of the Core Facility involved in the project as co-authors of any publications/communications, that refers to results generated at the Core Facility. It will be the sole responsibility of the core facility manager to judge of the significance of the scientific contribution of a staff member to any given publication. Therefore, whenever a publication using data generated on the facility is being prepared, the facility manager should be informed 15 days before submission, to allow feedback regarding required authorship(s). The facility manager shall judge objectively of whether the contributor should be acknowledged or included in the author list. In both cases, The address to mention is : « *Université de Lorraine, IBSLor, F-54000 Nancy, France* ». When applying, the position within the author list remains decided by the corresponding author.

A copy of the communication / publication (in PDF format) should be sent by email to both IBSLor (ibslor-contact@univ-lorraine.fr) and to the head of the Core Facility.

CHAPTER 10: SATISFACTION SURVEY

As part of the quality approach set up by all Core Facilities of the IBSLor and for the purpose of continuous improvement, a satisfaction survey will be sent to each user for each project within one year.

CHAPITRE 11: ACCEPTANCE OF THESE TERMS AND CONDITIONS

By signing this document, the user agrees to respect all the conditions for accessing and working on the Core Facility, and to abide to all the different points described in this document. Any person who does not respect the commitments in this document, as well as the protocols and recommendations in use within the Core Facility, may then be deprived of further access to the Core Facility by the manager.

Done in _____

Date ____/____/____ (DD/MM/YEAR)

THE PRINCIPAL INVESTIGATOR
Please add the mention « read and
approved », Name, Signature)

THE USER
Please add the mention « read and
approved », Name, Signature)

THE HEAD OF THE CORE FACILITY
(Name, Signature)