



The English version of this document is for information only – the German version is binding.

User regulations CMCB Technology Platform

§1

Fundamental details

The Center for Molecular and Cellular Bioengineering (CMCB) Technology Platform of the Technische Universität Dresden (TU Dresden) refers to the jointly operated core facilities and service units of all CMCB institutes (so-called core facilities or service units) according to attachment 1. The core facilities/service units offer devices and services, which can be used by the research groups at the TU Dresden, non-university research institutes as well as by companies ("users") to promote technology transfer by applying the regulations of this framework and in addition special admission and usage rules for individual CMCB core facilities/service units.

§2

Offer – devices and services

- (1) The available devices, services and core facilities/service units are communicated in the respective current version on the internet at https://tu-dresden.de/cmcb/technologie-plattform?set_language=en. The contact details for the administration, scientific and technical personnel of the CMCB Technology Platform are mentioned there as well.
- (2) To use the devices and core facilities/service units of the CMCB Technology Platform (also by themselves), the users must normally book respective usage times in the CMCB Technology Platform booking system (see also §4).
- (3) On request, the CMCB Technology Platform personnel provide facility services for registered users. Service description, usage fees, contact addresses and forms for admission as a user or usage regulations in the updated versions are available from the staff of the core facility/service unit or the administration of the CMCB Technology Platform upon request.
- (4) The services include the instructions to the devices and facilities of the CMCB Technology Platform as well.

§3

Admission as a user

- (1) The core facilities/service units of the CMCB Technology Platform are available to the following user groups:
 - (a) members of the CMCB
 - (b) members of TU Dresden
 - (c) members of non-university research institutes and interested companies if they fulfil the admission requirements of this arrangement.

- (2) Users according to (a) are generally admitted as a user with their commencement of their position within the CMCB research groups, if they fulfil the requirements stated under §3 para. (4). The application process is initiated normally via the check in form, which is available from the respective group/institute assistance.
- (3) Users according to (b) and (c) can be admitted if they fulfil the requirements laid out in §3 para. (4). Application forms can be obtained from the administration or personnel of the respective core facility/service unit of the CMCB Technology Platform.
- (4) The requirements for the admission as a user additionally include:
 - (a) for users according to (b) and (c) a signed and approved usage regulation request
 - (b) acceptance of these usage regulations by written confirmation
 - (c) presentation of a declaration of cost transfer, signed by an authorized person/ cost centre officer
- (5) In addition to these user regulations outlined here, special admission and user rules of individual core facilities/service units can be set up. Those will be communicated by the staff of the respective core facility/service unit after admission as a user. The acknowledgement has to be documented.
- (6) The TU Dresden and especially the CMCB can restrict, limit in kind and extent, refuse due to important reason or cancel the admission at any time.
- (7) Upon admission, the user receives a username and a password for the electronic booking system (<https://techpool.biotec.tu-dresden.de/index.php>) for booking the usage of devices and facilities as well as for the request for service of the CMCB Technology Platform. The user has to protect their username and password against abuse by third parties.

§4

Booking of devices and facilities and use of services

- (1) Devices and core facilities/service units of the CMCB Technology Platform can only be used by registered users, normally upon previous booking. The booking of time slots is normally done via the online booking system.
- (2) The daily time slots available for booking are scheduled, entered into the booking system and updated by the responsible core facility/service unit staff.
- (3) Users can change or delete their booking until the planned start of work (start of booking period). Afterwards, the booking is considered as binding. Users are generally obliged to inform the core facility/service unit personnel in case booked time slots are not used any longer to ensure coordination of released capacities.

- (4) The responsible person of the core facility/service unit may cancel booked time slots for urgent technical (without time limitation) or organisational (up to 24 hours prior to start of work) reasons. The users affected have to be informed by the core facility/service unit staff immediately.
- (5) The offered services are bindingly commissioned when the offer has been confirmed in writing by the user or the samples to be handled have been handed over by the user to the core facility/service unit staff or vice versa. Amendment or changes to the previously agreed services have to be agreed upon in writing or verbally by both parties.
- (6) The administration of the CMCB Technology Platform is allowed to save and use in the required extent all necessary data for the usage processing, including person-related data of the users. Data will not be made accessible to third parties for any reason other than the above mentioned.

§5

Fees for the usage of devices, facilities and services

- (1) For the booked time to use a device or facility as well as for the offered and agreed services a usage fee has to be paid by the user. These usage fees are calculated based on the current calculation regulations of the TU Dresden.
- (2) The usage fee for the use of a device or equipment is normally calculated per booked hour of use. It is shown in the booking system depending on the type of user and is acknowledged by the user when booking. Upon request, the user can receive current overviews of the usage fees per booked usage hour from the respective employee of the core facility/service unit or the administration team of the CMCB Technology Platform.
- (3) The respective person in charge of the core facility/service unit or the persons in charge of administration of the CMCB Technology Platform shall inform about the types of services offered and the usage fees for services offered by the CMCB Technology Platform.
- (4) The used services are continuously summarised in record sheets, broken down by service type and scope of the service units provided.
- (5) Usage fees for the use of the devices, facilities and for the services used are generally invoiced quarterly. We reserve the right to shorten the invoice periods. With the invoice, the user will receive copies of the record sheets for the services used and the booked usage times.
- (6) A user who uses devices or facilities of the CMCB Technology Platform without previous booking will be invoiced for the total time of use available on that day which is not bindingly booked by others, up to a maximum of eight hours of use in one day.

- (7) If a device is culpably not correctly switched off after use by the last user of the day, this user may be invoiced the usage fee for the unnecessary additional runtime in the following night, amounting to a maximum of eight hours of use.
- (8) The time for instruction upon (first) use is usage time and therefore subject to a usage fee.
- (9) No usage fee is charged for booked times-of-use during which a device is defective or cannot be used for other technical or organizational reasons.

§6

Usage of devices and facilities

- (1) Users are only allowed to use a device or facility in the time period they have pre-booked. An extension of the booking period can take place on the spot within the booking system if the required time slot is not already booked by another party.
- (2) The devices and facilities be used within the booked time slots by the users themselves or by core facility staff as part of the offered services. Prior to the first self-usage of a device or a facility of the CMCB Technology Platform, every self-using user is obliged to attend an operational and technical instruction by the responsible staff member of the core facility/service unit. It is referred to §2 para. 4. These operating instructions are to be followed without exception. In case of doubt, the respective operator has to be consulted before proceeding to the next operations step. The introduction is also combined with a safety instruction, which may limit the users' access to other areas of the CMCB institutes. All instructions must be confirmed in writing.
- (3) Users are required to comply with the general rules of working safety as well as the operation instructions according to the German Statutory Regulation on the Safety of Genetic Engineering. To guarantee correct documentation, users are required to disclose information, such as the use of genetically modified organisms and the appropriate permits to the core facility/service unit or the administration team of the CMCB Technology Platform.
- (4) If any hazards or problems are recognized, such as a leak of experimental solutions or any contamination, users are required to immediately and fully inform a staff member of the core facility/service unit. The user is obliged to make themselves available for questions regarding chemical, biological, or general work safety questions, and to assist in the elimination of the danger. Furthermore, work accidents or nearly accidents, which give information about dangers associated with using the devices, should be reported to responsible staff members of the core facility/service unit.

- (5) After the booked time has elapsed, the workspace has to be left in a clean and proper condition (cleaned devices and workspaces, proper waste disposal of consumables and glass leftovers, etc.).
- (6) Experimental data that was generated during the usage time is saved on a device-related computer and has to be transferred to a suitable medium by the users themselves when leaving the workspace. No guarantee can be taken over for data, which is stored temporarily on the hard drive, after the respective booking time.
- (7) Data, which is saved outside the designated data medium areas, can be deleted at any time. After one month, all data can be deleted without further notification, during capacity shortages even before, after notification of the user by email.
- (8) The usage of computers except for the experimental work, e.g. for visiting webpages and checking emails, is not allowed.
- (9) In addition, the TU Dresden regulatory framework on the use of computing and communication technology in its current version is applicable. The framework can be accessed via the employees of the core facility/service unit or the administration team of the CMCB Technology Platform.

§7

Access to the CMCB core facilities/service units

- (1) Admitted users according to §3 para. 1 (a) shall be granted access to the corresponding premises of the institutes upon request within the scope of their activities in the research groups within the CMCB (normally via their Check-in form).
- (2) Admitted users according to §3 para. 1 (b) and (c) have to report to the employees of the core facility/service unit before usage.
- (3) Depending on the type of use and the use-related necessities, individual Core Facilities/Service Units offer users in accordance with §3 para. (1) (a), (b) and (c) the possibility of obtaining temporary access authorization (transponder, access card). The decision to approve this temporary access application is at the free discretion of the core facility/service unit staff. In addition, admitted users in accordance with §3 para. 1 (a), (b) and (c) may, upon application, receive an access card or transponder for the institutions in question, provided there is a corresponding requirement. This separate application for access is to be submitted to the respective institute administration/director via the staff of the administration of the CMCB Technology Platform.
- (4) In addition, the TU Dresden regulations on closure times (e.g. Christmas break closure time) applies in the current valid version. This information can be given by the administration or the core facilities/service units of the CMCB Technology Platform to the external users upon request.

§8

Overall user obligations

- (1) The user is required to be considerate of all other users, to use the CMCB core facilities/service units and the devices carefully, to immediately inform core facility/service unit personnel about damages and disruptions. They have to obey to the instructions of the core facility/service unit personnel and CMCB administration in the rooms of the CMCB and during usage times.
- (2) The user is not allowed, without approval by a responsible staff member, to carry out changes at the facility devices or within the core facility/service unit rooms.
- (3) The user is not allowed to grant rights to devices or core facilities/service units of the CMCB Technology Platform to a third party.

§9

Exclusion of usage and liability

- (1) Users, who repeatedly or seriously disobey these regulations or commit criminal acts during the usage, can be excluded temporarily or permanently from their usage of the CMCB Technology Platform. The exclusion does not affect their obligations, which occurred from the previous booking/ usage. If there is still an open claim for a usage fee according to these user regulations, it persists. Claims for damage compensation against the user persist.

The user has no right to claim for damage compensation due to the exclusion. The user is liable for vandalism or destruction of devices and facilities of the CMCB Technology Platform.

- (2) The TU Dresden cannot guarantee that the CMCB Technology Platform will/can run faultlessly and without interruption at all times, unless the TU Dresden is accused of intent or gross negligence. Incidentally, the University is only liable in case of intent and gross negligence by its personnel, except for presence of culpable breaches of obligations. In this case, the liability of the University is limited, according to the usage predictable damages.

§10

Intellectual property and publishing of results

- (1) The users are normally the sole owners of the scientific results, which have been generated by using the CMCB Technology Platform.
- (2) The participation of the respective core facility of the CMCB Technology Platform has to be considered when publishing or presenting the results. The users of a core facility are obliged to cite the support of the core facility in their acknowledgements, as well as the use of any device or service in their publications. For this, the following sentences have to be used:



This work was supported by the "name of the core facility", a core facility of the CMCB Technology Platform at the Technische Universität Dresden (or TU Dresden). The "name of the task" was performed on a "name of the device" of the "name of the core facility", a core facility of the CMCB Technology Platform at the Technische Universität Dresden (or TU Dresden).

OR

Diese Arbeit wurde unterstützt durch die/ den "Name der Facility", einer Core Facility der CMCB Technologieplattform der Technischen Universität Dresden (oder TU Dresden). Das „Name/ Art der Arbeit/ Experiment“ wurde durchgeführt an einem „Name des Gerätes“ der „Name der Facility“, einer Core Facility der CMCB Technologieplattform der Technischen Universität Dresden (oder TU Dresden).

- (3) In case the extent of the participation justifies a co-authorship of facility staff of the CMCB Technology Platform (e.g. development of methods, participation in experiment planning, extensive analyses), they have to be involved during the preparation of the manuscript.
- (4) Any other form of participation has to be mentioned in the acknowledgements of e.g. Bachelor, Master or PhD theses.

§11

Coming into effect

These regulations come into effect on 11.04.2022.



Attachment 1

Core facilities or service units of the CMCB Technology Platform

Advanced Imaging, consisting of:

- Light Microscopy
- Electron Microscopy
- Molecular Imaging and Manipulation
- Histology

Bio-image Analysis

Deep Sequencing

Flow Cytometry

Microstructure

Molecular Analysis/ Mass Spectrometry

Molecular Synthesis

Optical Microscopy

Stem Cell Engineering

Washing up/Media Kitchen



Attachment 2

(Please hand back to CMCB Technology Platform Administration BIOTEC room 032)

User regulations of the CMCB Technology Platform

I confirm that I have read and understood the usage regulations for the CMCB Technology Platform. Furthermore, I confirm with my signature the acknowledgement of the user regulations. I herewith agree that my below mentioned data can be saved and used for the purpose of accounting/invoicing as well as for the preparation of anonymised evaluations and statistics. A further circulation of my data beyond this framework is excluded. The agreement is valid without a temporal limit; however, it can be cancelled at any time.

Name, first name:

Institution:

Research group:

E-mail-address:

.....
Date

.....
User's signature

Cost coverage/approval of use for core facility/service unit:

☐ Light Microscopy ☐ Molecular Synthesis

☐ Electron Microscopy ☐ Flow Cytometry

☐ Histology ☐ Microstructure

☐ Molecular Imaging and Manipulation ☐ Stem Cell Engineering

☐ Deep Sequencing ☐ Bio-image Analysis

☐ Molecular Analysis/ Mass Spectrometry ☐ Optical Microscopy

☐ Washing up/Media Kitchen

.....
Date

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Group leader's signature