

Imagerie-Gif Core Facility Charter

1. Daily hours, laboratory openings, access to the facility.

Users can choose their arrival time within the 9:00 am - 6:00 pm range.

Access to the I2BC outside these times may be expressly authorized by the facility manager.

Users must respect the health and safety instructions posted in the facility at their disposal (see also paragraph 3.4 Isolated work of the present charter).

Facilities operate throughout the calendar year. A table of engineer's absences is clearly displayed, users must take these absences into account in the case of scheduling accompanied work. The periods of closure are decided by the scientific director of Imagerie-Gif.

2. Booking conditions

- Once the user is autonomous on one equipment, he will be able to book it on the website:

<https://gipsi.i2bc.paris-saclay.fr>

- The number of reservation slots per user and per week is not limited, however the facility have the right to modulate certain slots in order to ensure equity of accessibility among users.

- Users are free to delete their bookings up to 48 hours before the slot. Beyond this period, a validation by the facility will be necessary.

- The facility have the right to refuse cancellation requests made less than 48 hours before the start of the slot depending on the context.

- Any booking cancelled after the beginning of the slot may be charged by the facility.

- It is forbidden for a non-autonomous person to use the accesses of a user of the facility to access the equipment.

3. Diffusion of scientific results

3.1. Confidentiality

Everyone is required to respect the confidentiality of the work entrusted to them and their colleagues. In case of disclosure of information (publications, patents, communications based on the use of Facility resources), it is strongly recommended to submit the Materials and Methods/Results parts obtained on the facility equipments to its technical manager. The results and data obtained from researches conducted on its equipments are not the property of the Facility but are subject to the regulations of the various Institutions covering each user. On the other hand, the originals of the laboratory notebooks of the engineers involved in the support must be kept on the Facility.

Facility core engineers are authorized to use the results acquired in their actions of valorization of the facility under cover of authorization of the project authors.

3.2. Publications

Publications involving results obtained on one of the Imagerie-Gif Facility must specify this in the acknowledgements. If the engineers appear as co-authors, their belonging to the unit and their affiliation to the supervisors must appear in the address.

A copy of all publications (articles, journals, theses, ...) for which all or part of the work was carried out within the Facility must be given to its technical manager as soon as they are published.

4. Health and safety

4.1 Safety

Facility staff must ensure that users have received safety training and, if necessary, specific training adapted to their work. If they have not, they undertake to provide them with such training.

4.2 No smoking

Smoking is prohibited in the workplace (Decree 92-478 of May 29, 1992).

4.3. Lone working

Lone working must be exceptional and dedicated to tasks that do not present a risk. In the event that dangerous work must necessarily be performed outside of official opening hours, it is mandatory to be accompanied. The line manager and the technical manager of the Facility must be notified.

4.4. GMOs: Specific measures

The use of GMOs (Genetically Modified Organisms) is regulated. The official information on their use can be consulted on the CNRS sites.

The main rules for the handling of GMOs at I2BC are the following:

- All GMOs must be handled, stored, decontaminated, and disposed in a manner that:
 1. Do not harm the health of the users
 2. Avoid contamination of other users biological material
 3. Avoiding dissemination
- GMOs include microorganisms (bacteria, viruses, yeast, etc, ...), plants and transgenic cell cultures
- Before disposal, all GMOs must be sterilized by bleach treatment or autoclaving
- Transgenic plants must be grown and handled in greenhouses or enclosures according to the rules available in these places and on the Intranet
- The level of containment (L1, S1, S2 and S3) required for each type of experiment has been notified for each project by the « Commission du Génie Génétique » (CGG). This information can be consulted in the application files for approval of contained use of genetically modified organisms (groups I and II) filed with the I2BC secretariat and can be consulted on the Intranet
- Any new type of experiment must be the subject of a request for modification of the approval of contained use of GMOs application.

4.5. Radioactivity : Specific measures

Using radioactive markings must be reported to the technical manager of the Facility at first appointment.

5 - Training

The engineers inform and advise users on their training needs and requests. They will eventually set up specific and adequate trainings to the expressed needs.

6 - Use of computer resources

Each user of the Facility hosted at the I2BC and using the I2BC's computer resources must take note of the I2BC's computer charter.

It is strictly forbidden to use the computers dedicated to the control of the Facility equipment for purposes other than the acquisition or analysis of data related to the equipment (prohibition of internet or intranet consultation, e-mail, installation of programs, etc.).

7 - Use of collective technical resources

Engineers are responsible for the maintenance of equipment and laboratories. However, it is essential that the conditions and rules of use are rigorously applied by each user. The Facility engineers must ensure that users are trained and informed of the safety rules. They reserve the right to deny access to the Facility in case of non-compliance with the rules of behavior.

8- Intellectual property

The know-how and knowledge used by Imagerie-Gif to carry out the services remain the property of the CNRS; consequently any improvement of the know-how will remain the property of the CNRS. The property of the results of the services belongs to the Client.

Retention of Title Clause:

Applications of the rules dictated by the CNRS:

« The CNRS retains ownership of the results until full payment of the price of the services by the customer. IN THIS REGARD, AND IN PARTICULAR IF THE CUSTOMER IS SUBJECT TO A RECEIVERSHIP OR LIQUIDATION, THE CNRS RESERVES THE RIGHT TO EXERCISE THIS RETENTION OF TITLE CLAUSE ON THE RESULTS OF THE SERVICES CONCERNED, UP TO THE AMOUNT OF THE SUMS DUE BY THE CUSTOMER ».

9- Confidentiality rules

Each Party (user and facility) undertakes not to publish or disclose in any way whatsoever the scientific, technical or commercial information of the other Party, and in particular the prior

knowledge belonging to the other Party of which it may become aware during the performance of the services, as long as this information is not accessible to the public. This commitment shall remain in force for five years (5 years) from the date of issue of the invoice.

Any publication or communication by the user concerning the results of the services must indicate that these results were obtained by the facility. Under no circumstances shall it disclose the know-how implemented by the Facility.