Genomics Technology Platform Terms of Use

Version 22.09.2022 Approved by Christian Hirsch (BIH) and Jutta Steinkötter (MDC)

1. General information & Contact

Genomics Platform (GP) is a joint Unit of MDC and BIH/Charité.

GP performs maintenance and offers training and support for the open access instruments of the platform.

GP conducts collaboration projects with scientific groups.

GP conducts scientific support and services on a pay-for basis or as a partner in collaboration projects.

GP conducts own research & technology development.

General Terms of Use summarize work concept of the GP, regulations to use GP services and acknowledge GP work contribution.

Special Terms of Use for NGS projects / Single Cell projects / Flow Cytometry – explain the strategies and procedures applying to specific applications. Special Terms of Use cover such matters as service project registration, access regulation to particular instruments, submission of samples, performance guarantees, etc. unless expressly stated otherwise in such Special Terms of Use, the General Terms of Use shall apply.

Technology Platform Leader:	**Dr. Janine Altmüller**
Postal Address:	*(postal address)* Max Delbrück Center for Molecular Medicine in the Helmholtz Association, Robert-Rössle-Straße 10, 13125 Berlin, Germany *(visiting address)* Hannoversche Str. 28, 10115 Berlin Phone: +49 30 9406 1434 Email: janine.altmueller@bih-charite.de; janine.altmueller@mdc-berlin.de Websites: https://www.mdc-berlin.de/genomics; https://www.bihealth.org/en/research/scientific-infrastructure/core-facilities/genomics
Next Generation Sequencing	Dr. Tatiana Borodina Phone: +49 30 9406 1341 Email: tatiana.borodina@mdc-berlin.de Team Email: seqteam@mdc-berlin.de; seqteam@bih-charite.de
Single-cell technologies	Dr. Thomas Conrad Phone: +49 30 9406 1481 Email: thomas.conrad@mdc-berlin.de Flow Cytometry (Caroline Braeuning): facsbimsb@mdc-berlin.de, phone: +49 30 9406 3043

Data management	Dr. Marten Jäger Phone: +49 30 450 643 527 Email: marten.jaeger@bih-charite.de Team Email: helpdesk-genomics@charite.de

2. Definition of terms

- **Internal users** are persons who are either MDC, BIH or Charité staff or have a guest status at MDC, BIH or Charité.
- **External users** are persons who work at any other academic institution except for MDC/BIH/Charité and who, upon application, may receive access to the GP; ***this also includes*** persons who belong to an academic institution with which internal users maintain documented scientific or strategic cooperation.
- Cost-bearing institution means any legal entity to which the invoice for the performed work should be addressed.
- **Open access instruments** means devices and equipment maintained by the GP and available for use by any internal user, upon receiving training and getting access from the GP staff.

3. Definition of support

GP offers expertise and support for a variety of Next Generation Sequencing applications, including:

a) Project planning and experimental design;
b) Input material processing for bulk sequencing and for single-cell applications, including flow cytometry;
c) Sequencing library preparation;
d) Short-read and long-read sequencing;
e) fastq data delivery.

4. Genomics Platform support

The support of GP is available both to internal and external users.
Internal users have priority over external users. Possibility to perform services for external users is decided by the Head of the GP, basing on the current workload, sequencing capacities and instruments availability.

5. Use of open access instruments

GP equipment is listed in OpenIris (https://iris.mdc-berlin.de). Devices which are operated exclusively by GP are also marked in this way. For open access instruments the booking option is enabled.

Only internal users can work on open access instruments. In order to access and book the instrument, the user must be trained by GP staff. Training can be requested via OpenIris or by emailing the appropriate team.

GP reserves the right to cancel any user booking for the equipment maintenance/upgrade/repair reason. GP may take charge of allocating booking slots if it comes to conflicts of bookings/users demands.

Rules for Open Access equipment:

GP is not responsible for the results obtained on the open access instruments.

Users must immediately inform GP and the next user who booked the machine, if any problem occurred during his/her work on the instrument, to agree on further actions. In case of a device failure, the cost account of the user/lab will have to cover the diagnostics (in case there is no service agreement with the manufacturer) and repair costs.

Access may be withdrawn if the user

- does not operate the instrument as required by GP;
- violates general laboratory safety;
- leaves the instrument uncleaned / not ready for work to the next user;
- does not inform GP about occurred problem, performance failure, hard- or software issues;
- does not cancel booking in time or reserves too large slots;
- has outstanding invoices with the GP.

6. Entering Genomics Platform premises

GP laboratories can only be entered by GP staff and by open access instrument users during the time booked on the instrument.

Operating the open access instrument with more than one colleague should be discussed with GP beforehand.

Demonstration of the sequencing lab to visitors of working groups is possible in agreement with GP-leader.

In cases of improper use of the GP instruments and premises, the head of the GP has the right to temporarily exclude the affected person/AG from further use of the GP.

7. GP Samples/sequencing libraries storage

It is the user's responsibility to take samples and seq. libraries back from the GP. Unless otherwise agreed, samples and sequencing libraries are stored for 1 year and are then disposed of.

8. Sequencing data processing and storage

Raw sequencing data is stored for 10 years.

When the sequencing is performed by GP, GP performs demultiplexing and cell ranger processing on request and provides links to access the fastq/cell ranger data. The link to download project-specific sequencing data is provided to a user via e-mail. The data is available for download for one month.

Open access sequencer user are themselves responsible for raw data processing.

The user is responsible for data upload in respective repositories .We encourage all users to make data accessible according to FAIR principles.

9. Cost coverage

Use of the GP support is subject to charges. The relevant rates are defined by the actual costs of the GP services and on users' status (internal user; external user, collaborating with internal user; external user), in accordance with the applicable legal regulations.

GP charging list is available upon request by e-mail. Every user is responsible for informing himself/herself of currently applicable prices.

For each support project, GP provides the user with a preliminary cost estimate and the price list on which the cost estimate is based before the service begins. For all standard applications listed on the current price list and if the sample input matches the recommended quality and quantity, the GP guarantees the requested data quantity and quality. If sub-optimal data output results, experiments will be complemented or repeated on the GP´s own costs. The user is in charge of providing new sample material if necessary. For non-standard applications or sample material of low quantity or quality, no guaranty of reaching the requested data quantity and quality can be given.

Using open access equipment is free of charge. Consumables will then be covered by the user.

10. Invoicing

Service costs for internal MDC and BIH/Charite users are paid via internal transactions to the GP service cost centers in the corresponding institutions. Internal users inform the GP prior to the service which cost center is to be charged.

In the case of an external user, the Controlling and Finance Department of BIH invoices the relevant cost-bearing institution.

11. Confidentiality – Protection of intellectual property

GP treats information about service projects confidentially. The content of project discussions and project-relevant information are not disclosed. Project-specific sequencing data is delivered only to those users, whose e-mail addresses are listed in the project registration form.

It is fully the responsibility of the users to avoid samples/libraries naming that might disclose some confidential/personal information.

In case GP contributed to the project with beyond-the-service input, for example protocol optimization, method development, ideas to the experimental design i.e. anything associated with GP intellectual property, GP users should treat this information confidential and disclose in agreement with GP only.

12. Acknowledgment and authorship

Data which were generated in GP using equipment, technologies or expertise of the technology platform, must be specified in the acknowledgements of scientific publications. Users are required to inform GP about any publication where GP is acknowledged.
Example text for acknowledgment in scientific publications: “We thank [supporting person(s)] of the MDC/BIH Genomics Platform, Berlin (FacilityID=1565, The CoreMarketplace: MDC&BIH Technology Platform Genomics) for technical support.”

For the contribution of substantial results and scientific collaboration, co-authorship should be granted according to the relevance of the contribution of the GP leader or staff and in accordance with Good Scientific Practice (Home - Wissenschaftliche Integrität (wissenschaftliche-integritaet.de). Examples for such input include detailed experimental planning, regular joint sessions with platform staff, data analysis or quantification by platform staff, development of experimental approaches or models together with or by the platform staff. Procedures for such projects should be discussed at an early stage to avoid later misunderstandings.
All manuscripts involving the use of equipment or services provided by this technology platform should be made available to the platform leader and the stuff member who performed the

experiments before first submission. This ensures the correct citation and validation of applied protocols referred to in the material and methods part of the new manuscript.

13. Security and managerial authority

All instructions and warnings of GP staff must be strictly observed.

The GP 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.)
- Rules and regulations for proper disposal of chemical waste
- Users bear full responsibility if in their research all data privacy and ethical issues are clarified and correspond to effective legal regulations.

14. Liability

The GP aims to prevent any and all harm to its users and its instruments. Any and every instance of damage or malfunction must be reported immediately to the GP staff. Any damage to GP instruments that can be attributed to intentional or grossly negligent actions by a user will be brought to the attention of the MDC and BIH administrations; the costs can then be charged to the respective user.