

This document defines the terms and conditions of use of the Nanotechnology Platform at the Institute for Bioengineering of Catalonia (IBEC).

1. Customer Registration and Linked User Registration

Anyone who wishes to use the Nanotechnology Platform's services for the first time must first register as a new User.

To do this, they must fill in the Customer Registration and/or the Customer-linked User registration form(s) available on IBEC's website (www.ibecbarcelona.eu):

a. Customer Application Form – this form collects the customer data (Principal Investigator, Department Head, etc.) and tax details of the company/institution that will assume the costs resulting from the provision of Nanotechnology Platform services.

b. Customer-linked User Application Form – this form collects the data of the actual user of the Nanotechnology Platform services, who must be linked to a customer (Principal Investigator, Department Head, etc.) who will assume the costs resulting from the provision of services to be carried out at the user's request. Customer-linked User application forms must be signed by the customer.

When an application has been accepted by IBEC's Nanotechnology Platform, the Customer and/or Customer-Linked User will be notified via email. The User will then be informed of what to do to activate the booking service.

Customers and Users of the Nanotechnology Platform will agree to inform the Nanotechnology Platform of any changes in their personal data and/or data of their company/institution.

2. Use of Facilities and Equipment

Only registered Users can access the Nanotechnology Platform facilities and equipment. Access for visitors or untrained personnel will be restricted.

The Platform has a 90 m², class 10,000 Clean Room. It is a specially designed installation with low pollution and, therefore, a working environment with the smallest number of particles in suspension. Upon first access to the Clean Room, the User will have an interview with the Clean Room Technician, who will inform them and provide documents pertaining to the basic rules to follow when using the facility and the equipment located therein.

Before using any piece of equipment on their own, the User will receive the training necessary to make proper use of the equipment, as well as clearance as an independent user from the technician in charge of the equipment.

The User agrees to use the equipment properly, following the instructions received from the technician in charge, and to read the Standard Operating Procedures (SOPs) related to the equipment. They must also properly fill in the equipment's use notebooks, and maintain adjacent work areas clean and tidy after completing their work.

The User is also responsible for the proper handling of the chemical reagents and all materials used, and of using the personal protective equipment (PPE) needed while undertaking their work.

If the User observes any faults or malfunction in the equipment, they must notify the Nanotechnology Platform staff immediately via email at nanotechnology@ibecbarcelona.eu.

If there is any misuse of the facilities and/or equipment, the User's rights to access the Nanotechnology Platform will be revoked. If such misuse causes damage to the facilities and/or equipment, repair costs will be charged to the Customer (Principal Investigator, Department Head, etc.).

IBEC will not be responsible for any property and/or personal damages caused by misuse of the facilities and/or breach of the safety rules and the building's emergency plan.

3. Equipment Booking

The Nanotechnology Platform equipment can be reserved via the booking service available on IBEC's website (www.ibecbarcelona.eu), except the following equipment:

- SEM / E-beam Litography
- Thermal E-beam Evaporator
- Direct Write Laser Lithography

The use of these items must be cleared with the technician in charge of each.

Bookings will be made in 15-minute segments.

The booking service will e-mail a reminder with the booking information to the User 24 hours prior to the scheduled time.

If for reasons unrelated to the Nanotechnology Platform the User cannot attend the booked session, they must notify the Platform staff at least 24 hours in advance at the e-mail address nanotechnology@ibecbarcelona.eu.

If the User fails to notify the Nanotechnology Platform of the cancellation, 50% of the established fee for the booked serviced will be charged as a penalty.

4. Hours of operation

The usual hours of operation are **Monday to Friday, 9:00 to 18:00**. For security reasons, working outside those times is not normally allowed. In cases where it is absolutely necessary to work outside the usual hours, authorization must be requested at nanotechnology@ibecbarcelona.eu, stating the date, time and which tasks need to be carried out.

5. Fees

The fees for standard services provided at the Nanotechnology Platform can be found on IBEC's website (www.ibecbarcelona.eu).

For those tasks in which the Platform's Technicians need to perform any scientific–technological undertaking, the User/Customer should request a quote, which then must be approved by the User/Customer before the work commences.

6. Invoicing

IBEC will provide a delivery note for each service provided, and a monthly invoice with all the delivery notes for the month will be sent to the Customer.

Invoices must be paid by bank transfer, 30 days after the date of issue of the invoice at the latest.