

CORE FACILITIES Terms and Conditions of Use

This document defines the terms and conditions of use of the Core Facilities, specifically the **MicroFabSpace** and **Microscopy Characterization** Facilities at the Institute for Bioengineering of Catalonia (IBEC).

MicroFabSpace

Microfabrication equipment dedicated to the fields of bioengineering, BioMEMS, materials science, tissue engineering and microfluidics, that is located inside 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.

Microscopy Characterization

Facility that brings the Ultra-High-Resolution Field Emission Scanning Electron Microscopy (SEM).

1. Customer Registration and User Registration

Anyone who wishes to use the Core Facilities services for the first time must first register as a new User.

To do this, users must fill in the User Registration Form(s) available on IBEC's website (<http://ibecbarcelona.eu/services/>) correspondent to the facility:

a. Customer Registration 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 IBEC Core Facilities services.

b. User Registration Form – this form, which is different depending on the facility intend to be used, collects the data of the actual user of the IBEC Core Facilities 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. User registration forms must be signed by the customer.

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

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Customers and Users of the IBEC Core Facilities will agree to inform the Core Facilities staff of any changes in their personal data and/or data of their company/institution.

Contact emails are the following:

- MicrofabSpace – microfab@ibecbarcelona.eu
- Microscopy Characterization – microscopy@ibecbarcelona.eu

2. Use of Facilities and Equipment

Only registered Users can access the IBEC Core Facilities (MicroFabSpace and Microscopy Characterization) and equipment. Access for visitors or untrained personnel will be restricted.

Upon first access to the corresponding facility, the User will have an interview with the Technician in charge, who will inform and provide documents pertaining to the basic rules to follow when using the facility and the equipment located therein.

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 (in those cases that have one), 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 corresponding Core Facility staff immediately via email.

If there is any misuse of the facilities and/or equipment, the User's rights to access the corresponding Core Facility 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

Core Facilities equipment can be reserved via the booking service available on IBEC's website (<http://ibecbarcelona.eu/services/>), except the following equipment:

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

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 Core Facility the User cannot attend the booked session, they must notify the Facility staff at least 24 hours in advance at the e-mail address:

- MicrofabSpace – microfab@ibecbarcelona.eu
- Microscopy Characterization – microscopy@ibecbarcelona.eu

If the User fails to notify the correspondent Facility Staff of the cancellation, 50% of the established fee for the booked serviced will be charged as a penalty (only in the case of pay per hour fees).

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 or on weekends, the responsible of the users should notify the trough corresponding emails addresses the starting date and time one week in advance. Each case will be evaluated individually.

5. Fees

The fees for standard services provided at the IBEC Core Facilities can be found on IBEC's website (<http://ibecbarcelona.eu/services/>).

For those tasks in which the Core Facilities 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.