

CORE FACILITIES

Terms and Conditions of Use

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

[MicroFabSpace](#)

Research space specialized in the fabrication and characterization of micro-devices and micro-structures. Located inside a cleanroom (10.000 class), is equipped with instruments aimed at the development of devices required in bioengineering.

[Microscopy Characterization](#)

Facility composed of a variety of optical, electronic, and atomic forces microscopy, useful for very different applications in the biomedical field, allowing researchers to acquire images and analyse structures, from single molecules all the way to the nanoscale living cells.

[Bioluminescence](#)

With the objective to facilitate projects within the realms of chemistry, pharmacology, cell biology, neuroscience, microbiology, virology, and phototherapy. This also involves supporting research and development efforts in conducting in-vivo experiments using biomodels and animal models to explore novel pharmaceuticals and nanomedicine.

[BioSpace](#)

Biosafety level II culture room, dedicated to cultures of primary and cell lines and 3D Bioprinting. Equipped with several BioIIA culture cabinets, CO₂/O₂ incubators, CO₂ incubators prepared for experiments with set-ups that require instrumentation inside the incubators to maintain the ideal conditions for cell growth and routine equipment for cell culture. The facility users also have access to an inverted microscope and a stereo microscope, both with epi-fluorescence option.

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.

For IBEC researchers:

Users can gain access to a specific facility by scheduling the appropriate On Boarding Session through the [IBECnet Core Facilities application](#):

- 1- Navigate to the section related to Core Facilities.
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- 2- Search for the On Boarding Session that corresponds to the facility you want to use.
- 3- Fill in the form to request the On Boarding Session.

For external researchers:

Users are required to complete the User Registration Form(s), which can be found on the IBEC website:

a. Customer Registration 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 – 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.

Upon approval of an application by the relevant Core Facility at IBEC, the Customer and/or User will receive a notification via email. Subsequently, the User will receive instructions on the steps necessary to initiate the booking service.

Customers and Users utilizing the IBEC Core Facilities are obliged to notify the staff of any updates or modifications to their personal details or those pertaining to their company/institution.

Contact emails are the following:

- MicrofabSpace – microfab@ibecbarcelona.eu
- Microscopy Characterization – microscopy@ibecbarcelona.eu
- BioImaging – bioimaging@ibecbarcelona.eu
- BioSpace – corefacilities@ibecbarcelona.eu

2. USE OF FACILITIES AND EQUIPMENT

Only registered Users can access the IBEC Core Facilities (MicroFabSpace, Microscopy Characterization, BioImaging and BioSpace) 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 (On Boarding Session).

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

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The User consents to utilize the equipment in accordance with the guidelines provided by the supervising technician and to review the Mini-Standard Operating Procedures (Mini-SOPs) pertinent to the equipment. Additionally, the User is responsible for accurately recording usage in the equipment's logbooks (where applicable) and ensuring that the surrounding workspaces are left clean and orderly upon completion of their tasks.

The User is responsible to handle chemical reagents and all utilized materials with care, and to employ the necessary personal protective equipment (PPE) during the execution of their work.

If a User observes any faults or malfunction in the equipment, he/she must notify the corresponding Core Facility staff immediately via email.

In the event of any improper use of the facilities and/or equipment, the User's privilege to access the relevant Core Facility will be rescinded. Furthermore, should such misuse result in damage to the facilities and/or equipment, the User/Customer will be held accountable for the expenses incurred in the repairs.

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

For IBEC researchers:

Most of the Core Facilities equipment can be reserved on "self-user" mode, using [the Core Facilities booking app](#), after the correspondent training and examination by a member of the Facility team.

Certain equipment requires the assistance of a technician, i.e., can only be used with support or a formal service order for usage must be done.

For external researchers:

Typically, the service is carried out with the assistance of a technician, hence bookings will be scheduled based on the Facility technician's availability.

If an external user frequently utilizes specific equipment and possess the necessary training to operate it independently, granting them access to the IBECnet reservation system for direct management of their bookings could be contemplated.

If a user is unable to attend a scheduled session due to reasons unrelated with the Core Facility, they are required to cancel the reservation through the app and inform the staff of the relevant Facility at least 24 hours beforehand.

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If the User does not inform the corresponding Facility Staff about the cancellation, **a penalty of 50% of the stipulated fee** for the reserved service will be incurred (applicable only for pay-per-hour charges).

4. HOURS OF OPERATION

Operating hours differ according to the specific Facility. Please, check the corresponding Facility Guide Document for this information.

Due to security considerations, it is generally prohibited to work beyond the designated operating hours.

5. FEES

The fees for standard services provided at the IBEC Core Facilities to external researchers can be found on [IBEC's webpage](#). Fees for IBEC researchers are available at [IBECnet](#).

When Core Facilities Technicians are required to carry out any scientific or technological tasks, the User/Customer must obtain a quote and provide their approval before the work can begin.

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.