

User Regulations for the Core Facility *‘Metrology of Ultra-Low Magnetic Fields’*

of the Physikalisch-Technische Bundesanstalt (PTB)

In order to use its high-quality measurement infrastructure and the respective technologies effectively and to their fullest extent, PTB makes the instruments and services of the Core Facility *‘Metrology of Ultra-Low Magnetic Fields’* in 10587 Berlin, Abbestr. 2-12 (which are listed in Annexes 1 and 2) available for scientific purposes. At least 50 % of the measurement time in the Core Facility is to be made available for the statutory tasks of PTB in its Biosignals Department, and up to 50 % is to be made available for external use by universities, research institutes and interested companies.

These User Regulations are binding for all users. Users are required to acknowledge the contents of these User Regulations by signing a usage agreement.

1. Procedures and access authorization

In order to receive permission to use the Core Facility, external users have to file an application (see Annex 3). Students applying for usage time must have their scientific mentors co-sign the application.

A body (which, in the following, will be called "steering group"), consisting of the head of PTB's Biosignals Department and the head of the Core Facility, as well as of at least two external experts (from the fields of medicine and technology/physics), decides (on the basis of the applications submitted) who receives permission to use the Core Facility. External experts can invoice their travel expenses via PTB according to the regulations of the *Bundesreisekostengesetz* (German Travel Expenses Act).

In the event of a tie vote in the steering group, an application is considered to have been rejected. In justified cases, PTB has the right to veto a decision of the steering group to permit the use of the Core Facility. The decision as to whether an external user is granted permission to use the Core Facility is made known to the user in writing. At the same time, contact information (i.e. which staff members will assist the external user in using the Core Facility – see Section 4) will be provided.

If no use is made of the measuring time granted at the Core Facility, the Core Facility must be informed immediately (at least 2 workdays prior to the day for which measuring time has been granted). If measuring time is canceled after this point, the resulting cost of the unused measuring time may be invoiced to the fullest extent.

No right exists to obtain access to the Core Facility. For scientific purposes, however, PTB usually seeks to grant access.

2. Periods of use

The instruments of the Core Facility '*Metrology of Ultra-Low Magnetic Fields*' are generally available from Monday to Friday from 09:00 to 18:00 h. In individual cases, deviations from this regular period of use can be arranged if sufficient advance notice is given.

3. User groups and costs

External users are classified into the following user groups:

1. Scientists from universities and scientific research institutions
2. Scientists from national metrology institutes and designated institutes
3. Users from industry

If there is a mutual research interest, a scientific cooperation agreement can be entered into between User Group 1, or User Group 2, and PTB (see Annex 4). For scientific measurements which are of no interest to PTB, User Group 1 and User Group 2 acknowledge these User Regulations by signing Annex 5.

Users of User Group 3 can use the Core Facility according to these User Regulations (see Annex 6) against payment of a usage fee under the terms of the Regulations Governing Charges for Services Supplied by the Physikalisch-Technische Bundesanstalt (Topic 8: Metrology for Medicine).

4. Rendering of assistance

PTB renders assistance to external users during their measurement tasks, ordinarily by providing 2 staff members, i.e., one for scientific assistance and one for technical assistance, for each usage. The type and scope of this assistance will be agreed upon with the users.

5. Measurement data

The measurement data acquired in the Core Facility by the users are available to the users for scientific purposes. All users are responsible for their data in accordance with the relevant legal provisions and must take special care to ensure that the level of data protection complies with that required by data protection law. Any storage media required must be provided by the users themselves. In cases in which the use of the Core Facility is exclusively in the user's interest, PTB will delete the acquired measurement data (without prior notice) 10 days after the end of the measurement period.

6. Liability

The instruments which are made available in the Core Facility are very expensive, unique, custom-made items developed by PTB. They must therefore be used responsibly and with care.

The user and PTB are liable to each other for material damage or financial damage if this damage has been caused with intent or with gross negligence, unless cardinal obligations have been violated. This limitation of liability also applies to the staff and to their proxies and vicarious agents. If personal injuries are sustained, the regulations laid down in law apply.

PTB assumes no liability for damage which is caused due to failures of the power supply, of the internet connection or of other facilities of the Core Facility, or due to data loss or damage of the test samples.

7. Confidentiality

The users and PTB are each obliged to treat information and documents of the other party as confidential if such items become known to them by word of mouth or in writing within the scope of usage, and to refrain from forwarding such information and documents to third parties without prior written consent.

8. Ethics

Every user is responsible for ensuring that the scientific experiment carried out at the Core Facility fulfills the relevant ethical and legal specifications. If the decision of an ethics committee has to be obtained, the written decision of the ethics committee must be submitted to the Core Facility.

9. Publications

Publication – no matter in which form – of results obtained at the Core Facility, or of publicity materials which use or refer to the Core Facility, must be agreed upon between the user and the head of Department 8.2. In all publications and verbal presentations, specific reference must be made in the acknowledgements or in another appropriate place that the measurements were performed in the Core Facility of PTB. The following wording must be used: "*We acknowledge the support of the Core Facility 'Metrology of Ultra-Low Magnetic Fields' at Physikalisch-Technische Bundesanstalt which receives funding from the Deutsche Forschungsgemeinschaft – DFG (funding codes: DFG KO 5321/3-1 and TR 408/11-1)*". In this context, a reference copy of all publications must be made available to PTB by the user.

10. PTB contact person for external users:

Dr. Jens Voigt

Berlin, 08.05.2017

Physikalisch-Technische Bundesanstalt

On behalf of PTB

Annexes

Annex 1: Technical Equipment of the Core Facility

Annex 2: Services of the Core Facility

Annex 3: Application form for measurements at the Core Facility

Annex 4: Sample agreement for usage by universities, research institutions and other cooperation partners

Anlage 5: Acknowledgment for usage by universities, research institutions without cooperation

Annex 6: Sample agreement for usage for chargeable use