



15.01.2024

User rules for the Bioimaging Center



1. Preamble

The BIC user rules are formulated in accordance to the “Basic Requirements for Research Infrastructures in Europe”¹ (European Science Foundation; published 04/2011) as well as the Guidelines for Research Facilities of the DFG² (published 06/2016). The BIC user rules are mandatory for all users of the BIC. The head of BIC in consultation with the steering committee can make changes to the user rules.

2. BIC Access

Information about the BIC is available on the Internet: <https://www.biologie.uni-konstanz.de/bioimaging-centre/> Upon consultation and registration, the BIC is available to all workgroups of the University of Konstanz. Providing sufficient free capacity BIC also offers access to its equipment for external users not associated with the University of Konstanz. BIC staff members for microscopy support are normally present during working hours. Registered BIC users can request a transponder code to access the microscopy equipment around the clock.

3. BIC Equipment

An overview about BIC instrumentation and detailed descriptions of the microscopes can be found on the BIC homepage:
<https://www.biologie.uni-konstanz.de/bioimaging-centre/service/microscopes-image-analysis-workstations/>.

4. User Support

BIC supports its users by providing training to operate the BIC microscopes. Additionally, BIC staff members offer advice on instrument choice and specific experimental questions (e.g. in sample preparation). BIC also provides help in image analysis. If necessary, prospective BIC users may already ask for support before or while planning their research projects. Telephone numbers and e-mail addresses of responsible BIC staff members can be found on the BIC homepage.

For scientific or technical questions, you can get into contact with Dr. Martin Stöckl using the general contact e-mail address of the BIC: bioimaging@uni-konstanz.de.

¹https://www.dfg.de/download/pdf/foerderung/programme/wgi/basic_requirements_research_infrastructures.pdf

² http://www.dfg.de/formulare/55_04/55_04_de.pdf

5. User Registration

Interested prospective BIC users should contact BIC staff to set up an appointment with the BIC director (Dr. Martin Stöckl) for a consultation on their project, to identify the correct microscopy technique, respectively instrument, and discuss issues of sample preparation and staining. To do so, please follow the steps described in the Introduction for new BIC users sections of the BIC webpage: <https://www.biologie.uni-konstanz.de/bioimaging-centre/introduction-for-new-bic-users/>. Upon registration of a personal account for the online booking system PPMS and the confirmation of the account request by a BIC staff member, the users are required to print the “BIC Guidelines” and confirm their acceptance. Additionally, users have to fill in a short questionnaire (“BIC project submission form”), which contains a short project description and a declaration about biological and chemical safety hazards, and have it signed by their responsible group leader. Autonomous booking of instruments requires the users to receive two training sessions (approx. 2 h each) with a BIC staff member at the respective instrument. While the first training session is an instrument specific instruction, the second can already comprise the first scientific experiment under supervision of BIC personnel.

6. Personal Accounts

The PPMS booking database can be accessed by BIC users via Shibboleth authentication using the users University of Konstanz credentials. For external users unique accounts are generated. The BIC data server and the microscopes can be accessed by BIC users after their training using their University of Konstanz credentials. A circulation of the login data is not allowed. Any user has to inform BIC staff at the end of their contract, if their affiliation with their workgroup changes or their proposed project ends, so as to their PPMS account and their BIC access can be adjusted or revoked.

7. Equipment Booking & Logging of Usage Times

Booking of all BIC equipment (microscopes, computers) via the booking system can be carried out with any web browser using the following webpage: <https://ppms.eu/bic.biologie.uni-konstanz/login/?pf=2>.

Autonomous booking of equipment is possible using the personal user account and only after having completed the training sessions on the respective instrument. Booking for colleagues is not allowed. However, a not yet registered user may work at a system under the supervision of a registered BIC user, who has to be present all the time. Booking a BIC instrument prior to a user’s experiment is mandatory, as the usage fees are calculated from the registered usage times. The microscopy work stations can only be used for image and/or data acquisition. For data analysis and image processing a dedicated imaging work station is provided.

If an instrument is not available due to technical issues or maintenance, it is blocked for booking. Affected users will be promptly informed by e-mail or telephone and will be supported by BIC personnel to perform their experiments on an alternative instrument if possible.

Individual usage times of BIC equipment are logged by the online booking system. Either the booked time or the logged time, whichever is greater, is used to calculate the usage fees. The user-specific booking data is read out and analyzed by BIC personnel, to generate usage statistics and the yearly user fee invoices. The use of these data for other purposes, as well as the dissemination to third parties is expressly excluded.

8. Booking priorities

All users have the same booking priorities. While the access to the microscopy equipment is not limited, booking quotas for the microscopes in the peak hours from 8 a.m. through 11 p.m. may apply to allow for equal access to the infrastructure for all user groups. If such quotas are in place, this will be communicated to all authorized users of the respective system. In general, booking of instruments is possible at maximum two weeks in advance, however exceptions may be made upon consultation with BIC staff. If a BIC instrument is fully booked, quotas of usage time may be adapted by the BIC director. In general, access for external users can only be granted if ample free usage time is available.

9. Usage fees

Important: Funds to cover usage fees can be requested as part of grant proposals to the DFG (Research Grants, Scientific Networks, Collaborative Research Centers (SFB), Emmy-Noether and Heisenberg Programs), the BMBF and the European Community. Guidelines for requesting usage fees have been published by the DFG³. BIC will be happy to support users in applying for microscopy-related funds.

The usage fees paid by BIC users are used to cover costs for user support, wearing parts and keeping the instrumentation up to date. This is in accordance with the DFG guidelines for Research Infrastructure for Advanced Light Microscopy.

The first and the second training session with support through BIC personnel (2 h each) are provided free of charge. If further assistance by BIC personnel is necessary or required by the user, the BIC director upon consultation with the user or responsible project leader decides about additional fees or alternative agreements.

For short term research projects requiring only limited time at an instrument (e.g. undergraduate student projects, proof of concept projects, images for a publication) assisted microscopy session without prior training of the user at the instrument are available. In this case, the microscope is operated by BIC staff. The user can accompany the sessions, but is not required to. For assisted sessions an additional charge of 3 € per hour for the first ten hours and 8 € per hour from then on, applies. The BIC supports the preparation of samples for microscopy. For technical assistance during lab work a fee of 10 € per hour applies.

³ http://www.dfg.de/formulare/55_04/55_04_de.pdf

All users are required to pay the following usage fees:

Instrument	Usage fees ¹	
	University of Konstanz	external users (academic) ³
Zeiss LSM 880 with Airyscan ²	15.29 € / h	36.92 € / h
Zeiss LSM 700 ²	7.65 € / h	20.90 € / h
Zeiss Cellobserver HS with Spinning Disk ²	7.65 € / h	35.75 € / h
Zeiss AxioObserver Z1 with TIRF-Upgrade ²	7.65 € / h	20.90 € / h
GE DeltaVision OMXv4 Blaze (super resolution)	19.13 € / h	92.30 € / h
PHI Holomonitor M4	2.74 € / h	6.37 € / h
Zeiss AxioZoom.V16	4.92 € / h	12.21 € / h
Zeiss AxioImager	7.65 € / h	20.90 € / h
Zeiss Celldiscoverer 7	7.65 € / h	20.90 € / h
Nanolive CX-A	7.65 € / h	20.90 € / h
Zeiss Lightsheet Z.1	7.65 € / h	20.90 € / h
Leica SP8 TCS	15.29 € / h	36.92 € / h
Workstations for data analysis	free	6.15 € / h

¹ For assisted microscopy an additional charge applies. (3 €/h first ten hours, afterwards 8 €/h).

² For a continuous overnight session (11 p.m. – 8. a.m.) a 50% rebate applies.

³ Non-academic user fees are calculated according to the full cost model of the University of Konstanz.

To compensate inflation and cost increases the usage fees annually increase by 3%. The usage fees are subject to evaluation at regular intervals, and will be adjusted on the basis of the actual costs. Invoices for the usage fees are prepared on a yearly basis, and have to be paid within 10 weeks. Billing is addressed to the responsible Principal Investigator, who signed the “BIC project submission form” of the respective user. As long as in accordance with the German tax law, invoices addressed within the University of Konstanz do not account for value added tax.

10. Cancel policy

If a user is not able to use a booked equipment slot, he/she has to notify BIC staff (bioimaging@uni-konstanz.de; Tel: 4667). A booked session can be canceled free of charge until 24 hours before the actual starting time. Thereafter, booking can be canceled only if a replacement is found. It is the responsibility of the user to change the entry in the booking system accordingly. Otherwise, the normal usage fees will apply. If a user does not use the instrument through the entire booked session, usage fees will be calculated according to booked time, unless the user finds a replacement and changes the entry in the booking system.

11. User responsibilities

Users are allowed to operate BIC equipment only after training by BIC personnel, and strictly following the demonstrated operation procedures. Users have also to comply to the “BIC Guidelines” according to the document they sign for registration. Users should always ask BIC staff when they are in doubt about any of the procedures. To avoid hazards for other users and damage to equipment, BIC personnel is to be informed immediately if solutions have been spilled or a contamination with chemical or biological agents has occurred.

BIC equipment and working space have to be kept clean and tidy during work and for the next user. Especially immersion objectives (lens paper!) and the microscope stage must be cleaned, used lab equipment, broken glass and any other waste has to be removed. Lasers and light sources must be handed over to the next user in the on- or off-state, according to the booking situation. Lasers and lamps are switched off only if the instrument will not be used within the next two hours. You may ask BIC personnel about the booking schedule, otherwise contact the next user directly. Contact information is given in the booking calendar.

Principal investigators are responsible for their user of their research group, concerning their conduct at the microscopes, a general introduction into basic experimental procedures, as well as general safety instructions and issues regarding biological safety. Specific regulations regarding BIC lab space are communicated by BIC personnel. Experiments involving S1 biological safety level samples are only allowed if BIC has been informed. As a matter of principle, no material classified as biological safety level S2 or higher may be introduced in the labs. Exceptions must be agreed upon with the BIC director.

The BIC microscopy laboratories are laboratories where experiments with genetically modified organisms (GMO) with the S1 safety level are performed. All users working at the BIC have to ensure that they receive the mandatory annual GMO safety training through their own workgroup, even when they are not working with GMOs themselves. Please contact the head of the BIC Dr. Martin Stöckl if this is not possible.

12. Data Storage

It is primarily the responsibility of each user to store his/her experimental data. For image acquisition users must save their data on a specific drive of the computer operating the microscope as indicated for each system. Data may be stored only temporarily (max. 6 weeks). User data on BIC computers will be removed in regular intervals. This will be communicated in advance. For data retrieval and storage, the acquired data has to be copied to the BIC data server ([//134.34.129.140/data](http://134.34.129.140/data)), which can be accessed remotely from within the university network, using a university VPN connection or at a dedicated workstation in lab L937. The data is accessible for all registered members of the user's research group. The BIC does not take responsibility for data saved in wrong places and for long term data backup.

13. Personal data storage policy

If you are using the facility management Software PPMS or login at one of the workstation with your university account the used login will be saved. This login is linked to our full name as well as the deposited telephone number. We store this information to invoice the booked services, to generate usage statistics and to track research project related information. Furthermore, a monthly search for publications mentioning the Bioimaging Center is performed. For this purpose, the pubmed database is queried with a combination of the full names of the PPMS user and the respective principal investigator.

For more details on the personal data storage policy, see Annex I.

14. Acknowledgement of BIC in Publications

The use of BIC instruments or custom software solutions for image or data acquisition or data analysis has to be acknowledged in the appropriate way in every publication, which contains images and/or data recorded at the BIC. An exemplary phrasing would be:

“We acknowledge the use of the imaging equipment and the expert support in microscope usage and image data analysis provided by the Bioimaging Center.”

Publications encompass, but are not limited to scientific papers, Bachelor-, Master- or doctoral theses as well as contributions to conferences. If required, BIC staff may be asked to read and review the sections describing the microscopy methods in drafts of scientific papers, to ensure a correct description of methods and equipment. After publication BIC users are requested to provide a pdf-file of the paper for the facility’s records.

These references are of utmost importance for the BIC, as all publications are a major hallmark for the impact and importance of a facility, they prove the effective use of the equipment and are therefore prerequisite for the success of the BIC in evaluation processes and grant applications. Furthermore, these references enable the BIC to convey its relevance to users, to university executives and research networks.

If the support required by the user to accomplish a project goes well beyond the service described under 4 (“User Support”), in particular if BIC is involved in project planning, if it provides samples from own research work, or any other substantial intellectual or experimental contribution, the project should be conducted on a collaborative basis, resulting in co-authorships of the involved academic BIC staff. Usage fees will incur nevertheless to cover the running costs. The details of such an agreement need to be discussed between the respective project leader and the BIC director in an initial consultation.

15. Liability & Insurance

There is no general insurance for BIC equipment. Therefore, each user is responsible for the equipment during the booked sessions.

If no BIC personnel is present in the lab, each user has to ensure that in case of an accident he is not on his own and able to call for help. This especially applies when working beyond the usual working times of the BIC personnel.



Konstanz, 15.01.2024

Dr. Martin Stöckl
Head of Bioimaging Center

Annex I: Datenschutzinformation nach Art. 13 DS-GVO

Anlässlich der Speicherung und Auswertung persönlicher Daten in der Core Facility Management Software PPMS.

Wir sichern Ihnen zu, dass wir mit den Daten, die Sie uns im Rahmen der Nutzung der Dienste des Bioimaging Centers anvertrauen, verantwortungsvoll umgehen. Die Verarbeitung Ihrer Daten, wie sie in der nachfolgenden Datenschutzerklärung spezifiziert wird, entspricht den gesetzlichen Datenschutzbestimmungen, insbesondere der EU-Datenschutz-Grundverordnung (DS-GVO) und dem Landesdatenschutzgesetz Baden-Württemberg.

1. Verantwortliche Stelle

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vertreten durch die Rektorin Prof. Dr. Katharina Holzinger
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2. Datenschutzbeauftragter (Artikel 37 DSGVO)

E-Mail: datenschutzbeauftragter@uni-konstanz.de

Website: www.uni-konstanz.de/datenschutz/

3. Zweck der Datenverarbeitung und Folgen der Nichtangabe der personenbezogenen Daten

Bei der Nutzung der Facility-Management Software PPMS sowie beim Login mit dem Universitäts-Account an den Workstations wird das verwendete Login gespeichert. Mit dem Login sind Vor- und Zunahme, sowie die hinterlegte Telefonnummer verknüpft. Diese Daten werden zur Abrechnung der gebuchten Leistungen, zum Erstellen von Nutzungsstatistiken und zum Verfolgen von forschungsprojektsspezifischen Informationen gespeichert. Darüber hinaus wird monatlich eine Suche nach Publikationen die das Bioimaging Center erwähnen durchgeführt. Dabei wird die pubmed-Datenbank mit einer Kombination des Namens des PPMS-Nutzer und des Leiters der wissenschaftlichen Arbeitsgruppe durchsucht.

In dem Fall, in dem die Einwilligung nicht erteilt wird, können die Dienste des Bioimaging Centers nicht genutzt werden.

5. Rechtsgrundlage

Ihre grundsätzliche Entscheidung, die Dienste des Bioimaging Centers teilzunehmen, obliegt Ihrer Einwilligung, Art. 6 Abs. 1 lit. a) und Art. 9 Abs. 2 lit a) Datenschutz-Grundverordnung (DS-GVO). Die daran anschließende Verarbeitung basiert auf folgenden rechtlichen Grundlagen: Ad (4), (5): Art. 6 Abs. 1 lit. e) in Verbindung mit Art. 6 Abs. 3 Datenschutz-Grundverordnung (DS- GVO) sowie Art. 9 Abs. 2 lit. j) in Verbindung mit § 13 Landesdatenschutzgesetz Baden- Württemberg.

6. EmpfängerInnen

Die gespeicherten Daten können durch die Mitarbeiter des Bioimaging Centers ausgewertet werden. Die Fa. Stratocore hat zu administrativen Zwecken Zugang zur Datenbank, liest selbständig aber keine Daten aus.

7. Dauer der Speicherung

Die gespeicherten Daten werden mindestens für die laufende Zeit des Forschungsprojekts gespeichert. Für Drittmittel finanzierte Projekte werden die Daten noch für mindestens 5 Jahren nach Abschluss des Projektes gespeichert, um die Mittelverwendung gegenüber den Drittmittelgebern belegen zu können.

8. Ihre Rechte

- Sie haben das Recht, Auskunft über die zu Ihrer Person gespeicherten personenbezogenen Daten gemäß Art. 15 DS-GVO zu erhalten und/oder unrichtig gespeicherte personenbezogene Daten gemäß Art. 16 DS-GVO berichtigen zu lassen.
- Sie haben darüber hinaus das Recht auf Löschung (Art. 17 DS-GVO) oder auf Einschränkung der Verarbeitung (Art. 18 DS-GVO).
- Sie haben das Recht, die Einwilligung in die Verarbeitung Ihrer Daten jederzeit zu widerrufen, wobei die Rechtmäßigkeit der aufgrund der Einwilligung bis zum Widerruf erfolgten Verarbeitung nicht berührt wird (Art. 13 DS-GVO).

9. Widerspruchsrecht

Sie haben ein Widerspruchsrecht gegen die Verarbeitung (Art. 21 DS-GVO). Im Falle Ihres Widerspruchs wird eine weitere Verarbeitung Ihrer Daten überprüft und u.U. nicht mehr vorgenommen.

10. Risiken

Die gespeicherten persönlichen Daten sind nicht zur Veröffentlichung bestimmt. Durch nichtvorhersehbare Fehler und Sicherheitslücken besteht ein sehr geringes Risiko, dass nicht autorisierte Personen auf die gespeicherten Daten zugreifen können.