



EcoChim platform rules

Preamble

The role of the EcoChimie platform (EcoChim) from UMR ECOBIO/UMS OSUR is to provide analytical support necessary for the research programmes of the UMR ECOBIO and all teams belonging to the Observatoire des Sciences de l'Univers de Rennes (OSUR). It can also respond to requests for analyses in the context of scientific collaborations or external services.

EcoChim is led by Hervé Colinet (scientific manager) and Nathalie Le Bris (technical manager). The technical team is composed of three permanent staff: Nathalie Le Bris, Frédérique Pallois and Marion Chorin. Financial management is coordinated by Valérie Briand and Mariette Nivard.

The rules of procedure are given to all students / trainees / permanent staff who use the instruments and resources of the EcoChim platform. No user is allowed to access the EcoChim platform without having read and signed these rules.

Responsibilities and commitments of the EcoChim platform

The main goals of the EcoChim platform are the following:

- ✓ Providing access to tools and equipment
- ✓ Conducting analyses
- ✓ Training
- ✓ Research and Development
- ✓ Technological watch

The platform managers cannot be held responsible in any way for the misuse of the instruments by authorized users and for the results obtained. Similarly, the platform members cannot be held responsible for the loss or damage of files produced and saved on the acquisition stations. The use of the results obtained by means of tools and materials of the platform remains under the sole and entire responsibility of the users.

Location and opening of the labs

There are three locations:

1. Building 14B – 3th floors.
2. Building 14B : basement
(Sample preparation centre: planetary mills, cryo- and others mills, freeze-dryers).
3. Building 14A floor 2 south: laboratories 230
(GS-MS, microplate reader visible, evaporator)

The EcoChim labs are open from 7:30 am to 8:30 pm from Monday to Friday. They are closed on weekends, public holidays and during periods when the University of Rennes 1 is closed. During periods when the university is closed, no staff of any status is allowed to be present in the EcoChim labs (unless exceptional dispensation is granted by the head of Unit/Department; see below).

Between 8:30 pm and 7:30 am, on working days and whatever the time slot outside working days, any person working in the EcoChim platform must be accompanied by at least one permanent staff. In addition, any person working in EcoChim outside working days and outside time slots **MUST BEFORE** make a derogation request to the head of Unit/Department.

Request for analysis, quotation and order form

Analytical requests are made by means of a request form on the website. After reception of the requests by the EcoChim team, a quotation will be established taking into account the nature and number of analyses to be carried out. The official prices (validated by SATT Ouest Valorisation) will be applied according to the nature of the applicant. Three prices will be applied: T1 (Private external service), T2 (Academic laboratories non- members of OSUR, excluding collaborations) and T3 (CNRS Laboratories, Academic laboratories that are OSUR members and collaborations).

Analyses will then be planned during technical team meetings.

Formation

Once the analysis request has been sent and validated online, the user must contact the EcoChim team member in charge of the requested equipment to plan a training. The persons responsible for all equipment are identified in the website. The equipment can only be used autonomously by users who have prior received a training by EcoChim members.

Reservation and access to equipment

Once the user has been trained and authorized by EcoChim team member responsible for the equipment, she/he can work independently. The person should make reservations via the online schedules (freeze-dryers and the autoclave, having high demand and they have their own online schedule and booking system)

Users can only book systems on which they have been trained.

The EcoChim staff can support users in setting up the devices, as well as providing assistance and advice.

Prices list

The official pricing is established by the platform and validated by SATT Ouest Valorisation. It is reviewed every two years to take into account the increase in various running costs (consumables, maintenance, etc.).

The price of the analyses includes access to the instruments and the supply of all the equipment and consumables necessary for the analyses. These consumables must **NOT** be taken from the EcoChim stock without prior agreement of EcoChim staff.

Health and Safety (H&S) guidelines

For any questions regarding H&S rules, users are invited to contact H&S prevention staff (<https://ecobio.univ-rennes1.fr/page/hygiene-et-securite-membres>).

Students and trainees always work under the responsibility of their supervisor. They provide a lab coat to their trainee and are responsible for ensuring compliance with health and safety rules.

Wearing the lab coat in EcoChim laboratories is mandatory and must not be stored or worn in offices. The use of personal protective equipment (gloves, goggles, etc.), provided by the platform, must be adapted according to the experiments.

The consumption of food and drink is strictly forbidden in the EcoChim labs.

All users **MUST INFORM** the scientific and technical managers of the potential harmfulness of their samples (pathogens, transgenic cells, chemicals, radioactivity, nanoparticles) that might be introduced into the labs before any experimentation

Each user must respect the selective sorting of solid and liquid waste set up in the platform. In case of any questions, please refer to one of the staff of the EcoChim platform.

Any new method developed by a user must first be approved by the EcoChim prevention agent to ensure that the lab has all the necessary elements to comply with H&S rules

Self-discipline

Each user has to clean and remove the dirt himself: laboratory glassware (to be washed, dried and put away), tools, benches, etc.

Stored samples must be labelled (name of the product, name of the owner and scientific head, date) otherwise they will be discarded and their storage should not exceed 12 months.

In order to avoid out-of-stock situations, any user seeing any stock of a product decreasing is requested to report it to EcoChim staff or at least to note it on the control panel in the 3rd floor corridor of 14B.

Compliance with equipment, instructions and damage

All users must respect the procedures for starting, using and stopping the equipment. These procedures (if necessary) are placed near the devices and explained during initial user training. They are established and modifiable only by the EcoChim platform staff according to the specifications of the equipment suppliers.

The maintenance of the various systems and instruments is exclusively assumed by the staff of the EcoChim platform.

For a good functioning of the equipment and thus in the interest of all, EcoChim members will ensure the respect of the rules of procedure. Their advice and remarks must be respected. In case of non-compliance with the rules, the user can be temporarily excluded by members of the EcoChim platform.

Scientific Publications: Valorization

The promotion and the evaluation of the EcoChim platform is based on the research carried out by the various users. In addition, the acquisition of large equipment is subject to obtaining political and financial support from major research and funding organizations. In this perspective, users commit themselves to communicate to EcoChim managers the list of all publications and communications containing results acquired and generated thanks to the EcoChim platform.

Any publication containing results acquired in the EcoChim platform should at least give the good characteristics of the materials used and cite the platform in the materials and methods and/or acknowledgements under the following denomination:

We are grateful to EcoChimie Platform (EcoChim) from UMS OSUR 3343 (name of the staff involved) for carrying the analyses.

We strongly encourage users to involve EcoChim staff in their projects, which means the staff will be participating in the project meetings from the establishment of the experimental design to the reporting of results. This would allow EcoChim analysts to share their know-how and skills with all project participants. It is only in this context that the EcoChim staff may carry out the analyses for the users.

In case of strong involvement of an EcoChim member in a study, or in the framework of technological developments, and after agreement between the parties, the EcoChim staff involved should be co-author of the articles resulting from this collaboration.

Research and development

EcoChim is open to any offer of collaboration within the framework of a research & development project in consultation with the scientific and technical managers.

Contacts

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Thank you for following these instructions. Relying on your understanding and remaining at your disposal for any question.

All users of EcoChim must accept and apply these rules.

Date, Name and signature of applicant