

This set of internal rules lays down the obligations of all users of the platforms of ICMG (UAR 2607) located on the university campus at Saint Martin d'Hères (Grenoble, Isère).

The ICMG unit provides equipment and human resources grouped into technical platforms (mass spectrometry, NMR, etc.) intended to provide a community of users with high-level technological resources in the field of molecular chemistry in particular.

Is considered as a user of the ICMG platforms anyone who seeks to use the human and material (equipment and software) resources of it.

All the information concerning the ICMG platforms can be consulted on the internet and intranet sites (<https://icmg.univ-grenoble-alpes.fr/>).

### **Article 1: Operating rules**

Any user seeking to use ICMG platforms shall be obliged to follow and comply with the procedures defined for the platform's essential missions:

- Making available of equipment
- Conducting analyses
- Training
- Research and Development

He/she also undertakes to adhere to the operating rules specific to each of the technical platforms.

### **Article 2: Training and accreditation**

When authorised by the Technical Manager of the considered platform, users wishing to use the platform's equipment themselves ("autonomous user") must take the training given by the Technical Manager in order to obtain an accreditation. They also undertake to take the necessary refresher courses.

The accreditation to use a particular item of equipment is given for a precise period of time after the person undergoes training specific to that equipment. Any user who has not used an item of equipment over a period exceeding that of the accreditation will have the accreditation suspended.

All users undertake to use only the equipment for which they are trained and to ensure this undertaking is followed by the staff working with them or under their authority.

### **Article 3: Use of equipment**

Depending on whether he/she is an autonomous user or not, the user undertakes wholly or in part to:

- Comply with the methods of reserving the equipment of the different platforms
- Comply with the documentation provided (operating procedures)
- Use only the equipment for which he/she is accredited
- Respect the IT charter dedicated to the use of the equipment (included in the accreditation documents)
- Comply with the rules on cleanliness and follow the accident prevention and safety instructions

- Report on any malfunction that you may have noticed or caused on the platform (breakage, device malfunction, computer problem, etc.) in an anomaly sheet and to the Platform's Technical Manager
- Mandatory use of consumables offered by the platform for standard experiences
- Complete the equipment logbook.

All users are responsible for any equipment or material they bring for specific experiments and for any pollution or damage to the equipment due to inappropriate use. Any damage to equipment will therefore be billed to the laboratory or organisation on which the user depends or to his/her employer.

#### **Article 4: Confidentiality**

Whilst present on the platform's premises, the user undertakes to use only the resources made available exclusively for his/her activity on the platform.

The Unit's work and activities are by definition confidential. Accordingly, users and staff working on the platform are bound by an obligation of confidentiality concerning all information of a scientific, technical or other nature, whatever the medium, as well as all products, samples, compounds, biological materials, apparatus, software systems, methodologies and know-how and any other item that is not in the public domain of which he/she may become aware during his or her time on the platform or on the occasion of the work entrusted to him/her as well as that of his/her colleagues. A confidentiality agreement may, if necessary, be established with the external user (academic or private).

This obligation of confidentiality remains in force for as long as such information is not in the public domain.

#### **Article 5: Use of IT resources**

The use of the Platforms' IT resources is subject to the rules of the host laboratories and governed by their IT charters as well as those of the ICMG (included in the documents authorizing the use of equipment). The use of the ICMG's IT resources is also subject to the university's information system usage charter, which sets out the legal framework for the use of the Université Grenoble Alpes information system ([link](#)).

The technical support centres' computers are to be used exclusively for data acquisition. **It is prohibited to install any software on them.** Each user is responsible for backing up his/her own data. Data are stored temporarily on hard disks, but the platform offers no guarantees regarding the conservation of data. A backup of data specific to each Platform is set up (see PGD document).

#### **Article 6: Accident prevention and safety**

Staff and users undertake to comply with the general accident prevention and safety rules of the host body and any more specific rules applicable to the different technical support centres.

These general accident prevention and safety are posted in the following places:

- CERMAV laboratory: Maintenance, prevention and safety department, room 43A, ground floor.
- DPM laboratory: Prevention and safety department, room 208, Bâtiment André Rassat, 2nd floor
- DCM laboratory: Prevention and safety department, room 109, Bâtiment C, 1st floor
- DCM laboratory: Prevention and safety department, office 104, Bâtiment NanoBio, 2nd floor

#### **Article 7: Publication and Communication**

The following formula is proposed: *“The ICMG (UAR 2607), is acknowledged for providing facilities for ...”name of the platform”*

*Example: “The ICMG (UAR 2607), is acknowledged for providing facilities for mass spectrometry analyses (L. Fort, R. Gueret)”*

For the experimental part, the following formula is proposed: "The samples were .... with .... ((xxx facility, ICMG, Grenoble).

Publications resulting from the use of the platform's material and/or human resources must be communicated to the Scientific coordinator and to the Technical manager of the platform.

#### **Article 8: Personal undertaking**

All users of the ICMG platforms must abide by the internal rules and personally undertake to do so. Consequently, the director ICMG unit and/or the managers of the different platforms reserve the right to bar access to a user or to exclude a user if he/she fails to comply with the provisions of this document and the other documents mentioned above.