

## Functional Genomics Center Zurich (FGCZ)

### FGCZ User Guidelines (as of January 1, 2023)

#### 1. FGCZ User Guidelines

The FGCZ (Functional Genomics Center Zurich) is a joint research and technology platform of the ETH Zurich (ETH) and the University of Zurich (UZH). All users at the center must be affiliated with one of the two institutions and require individual registration approval by the FGCZ administration. External users are admitted upon special request and approval by the FGCZ. While working at the FGCZ or with data generated at the FGCZ, the official regulations concerning rules of conduct, use of technologies, generation and use of data and research results that have been established and communicated to their students and staff by ETH and UZH remain fully valid. External users should also comply with these regulations when working at the FGCZ. Where no specific regulations exist or in addition to existing rules, the FGCZ user guidelines must be followed by all users at the center. The user policy of the FGCZ aims at providing maximum flexibility to users. To ensure efficient and safe operation, the FGCZ requires compliance with the guidelines listed below.

#### 2. Project Guidelines

Projects requesting FGCZ Services may contain the use of technologies by FGCZ staff and/or labor of FGCZ analytical and bioinformatics staff for the processing and analysis of samples. Costs for Services are charged according to the funding guidelines of the Swiss National Science Foundation and are also compatible with EU-project funding. User Lab projects comprise access to analytical technologies by users and expert support for the preparation of samples and the on site interpretation of data. For User Lab projects, the FGCZ covers the majority of costs for the use of infrastructure and instrumentation. Project-specific staff support and consumables, plus partial costs of instrument usage are charged to the user's group. Unless time reductions or extensions are requested by the User, the default running time of a project is three years. After the project period, the data can be made accessible to the FGCZ User Lab community if agreed by the user group and the FGCZ according to FAIR and ORD principles.

#### 3. Acknowledgment of the FGCZ

The FGCZ must be acknowledged in all publications including results generated at the center. The names of FGCZ staff members who provided support should be specified whenever possible.

Scientific contributions of FGCZ staff during the conceptual phase of the project, the generation of experimental data, or data evaluation and interpretation shall be acknowledged by including FGCZ staff as co-author of resulting publications and reports.

#### 4. Access to the FGCZ

All users need to register with complete details in B-Fabric. For physical access to the FGCZ, users must place an access request via B-Fabric.

The opening hours of the center are from 08:00 to 18:00 Mon-Fri. Once inside the center, users may remain beyond opening hours. Access to the center on weekends requires the approval of the FGCZ project coach and administration. Working alone in the laboratories of the FGCZ must comply with regulations of ETH and UZH. Laboratory and office consumables are property of the FGCZ and may only be used with explicit permission of the FGCZ staff.

#### 5. Instruments

Registered users with approved User Lab projects are allowed to use instruments after they have been trained by the instrument specialist and given explicit permission and usage time slots. Care must be taken to avoid instrument damage. Any damage must be reported to the instrument specialist immediately. Instrument reservations should be requested using B-Fabric. Once approved, reservations are binding.

The user is responsible for the instrument during the reserved time slot. Project coaches should be informed immediately in case of events interfering with the planned reservations, so that reservations are modified or cancelled if possible. The FGCZ reserves the right to apply charges for instrument reservations in case of no-show or last-minute cancellations. Please leave the instrument following the instructions obtained from the project coach.

#### 6. Safety

Working in the biochemical/molecular biological laboratory part of the FGCZ bears the risk of occurrence of hazardous situations.

FGCZ staff and users must hence comply with all safety rules. Ignoring those, knowingly or unknowingly, may lead to the interruption of a User Lab project.

Biological safety: as a general rule, only Biosafety Level 1 (BSL1) samples can be processed within FGCZ User Lab projects. Access to the Biosafety Level 2 (BSL2) laboratory is allowed in special cases, and only in the presence of trained FGCZ staff or after won BSL2 training by the user.

Chemical safety: Handling of chemical samples should be performed in chemical hoods and following the safety regulations of UZH and ETH. Chemicals are stored in the chemical cabinets.

Radiation safety: radioactive samples are not allowed at FGCZ under any circumstance.

For questions contact: [safety@fgcz.ethz.ch](mailto:safety@fgcz.ethz.ch)

#### 7. Computers and Computer Accounts

Every FGCZ user with a running project can access the user accessible computers using the B-Fabric credentials. Accounts are restricted to one person and are not transferable. ETH or UZH accounts do not work for FGCZ computer

systems.

The computers in the Bioinformatics room (Y59 G42) are accessible to all users with a running project at FGCZ. The ETH and UZH guidelines detail the proper use of our computers. To ensure the safety and security of our computers and data from outside attacks (e.g. viruses), all users must follow these additional rules:

- do not install any program, and never attach any portable devices
- do not delete, move, or rename any files but your own
- e-mails and surfing is allowed in the bioinformatics room (Y59 G42) only, and is restricted to sites related to your work. Instruments computers cannot be used for e-mails and Web surfing

The user is responsible to keep his password secret, and for all actions done by his account.

#### 8. Data Policy

The FGCZ continues to expand the data fundament for omics and systems biology research in Zurich. The FGCZ offers its registered users the opportunity to participate in sharing analytical data generated at the center. Experimental data are deposited into a joint data space at the time of production with research groups retaining exclusive access. After completing data acquisition in a research project and/or service, the user group may opt to making the data accessible to the FGCZ community via a structured process including direct communication between the FGCZ and the user group before release.

As a general rule, the FGCZ guarantees the storage of the data generated within a project until the corresponding project is finished. However, due to the size of the data produced using particular technologies, the long term storage of some datasets may not be supported at FGCZ. After informing the users, such data are discarded within a shorter time frame.

#### 9. Sample Policy

The users are responsible for the samples they generate and analyze at FGCZ. To facilitate this process, the FGCZ offers some space in fridges and freezers for the storage of user samples during the sample preparation and data acquisition phase. The limited space and high turnover of samples and orders requires adhering to some additional guidelines. Samples and boxes should be always labelled with username, project number, and date. Please note that boxes that are mislabeled and beyond data acquisition time, will be removed and discarded. These space curation activities are performed regularly (circa every 4 weeks) and without notifying the users. For further information, users should contact their respective FGCZ project coach.