

Terms of use

Swiss Center for Musculoskeletal Biobanking | SCMB

1 Scope

These user instructions apply to users of the SCMB platform, which is one of the functional units of Balgrist Campus AG. In addition to this document, there are overarching terms of use of Balgrist Campus AG. The specific regulations and rules of conduct for working in the Balgrist Campus Wetlab and the data protection regulations of the Balgrist University Hospital also apply. All of these documents are available upon request.

2 Access to SCMB

- 2.1 **Opening hours.** The opening hours for the SCMB infrastructure are unrestricted. Personnel support from the SCMB team is provided (unless otherwise agreed) Monday - Friday from 8 a.m. to 5:30 p.m. (core time). Work outside of core hours must be agreed upon before the start of the project and will be charged a surcharge.
- 2.2 **Access authorizations.** Access to the Balgrist Campus is granted via an electronic access card. The allocation of access authorizations to the SCMB premises is carried out by the SCMB team. Personal authorizations (e.g. access batch) may not be transferred to other people. The central sample storage room can only be accessed by SCMB employees; The final storage and release of the biological material can only be carried out by SCMB employees.

3 Use of SCMB devices

- 3.1 **Overview of the SCMB infrastructure.** The SCMB infrastructure can be used by both academic and industrial partners. A detailed technical overview of the infrastructure can be found on the SCMB homepage: <https://scmb.balgristcampus.ch>. We would be happy to show our infrastructure on site.
- 3.2 **Rights to use SCMB devices.** New users are introduced and trained by the SCMB team. The SCMB decides when a user is generally ready to carry out their own experiments/measurements with a specific device and without the support of the SCMB.
- 3.3 **Booking of SCMB devices.** The SCMB devices can be booked by arrangement or via online reservation systems. For some devices, prior registration with the University of Zurich is required. The reservation system controls users' usage rights so that they can only use a device independently after they have been trained.
- 3.4 **Duty of care.** A general duty of care applies to the use of all devices in the SCMB. Technical malfunctions of any device must be reported immediately (telephone number: 044 510 7777). Damage to the infrastructure caused negligently must be borne by the user or the user's insurance company.

4 Data Management

- 4.1 **Study data.** The Principal Investigator (PI) or project manager ensures and bears responsibility to ensure that

all necessary permits and/or approvals for the project are in place. In particular, according to Art. 16/17 HFG, a written, signed declaration of consent from the test subject must be available at the time the biological material is taken. The SCMB may request a copy of the study data for review at any time.

- 4.2 **Encryption.** If encryption of the samples is necessary, in accordance with Art. 32 HRA (810.30) and Art. 26 HRO (810.301) personal data such as name, address, date of birth and unique identification numbers are not accessible to researchers and third parties. For this reason, samples stored in the SCMB and issued by the ethics committee. If samples are not coded by the SCMB, full responsibility for legally compliant coding lies with the Principal Investigator (PI) or project manager. In such cases, the SCMB assumes no liability for any data breaches.
- 4.3 **Self-collected data.** The SCMB provides various data sharing platforms through which data can be transferred. The SCMB assumes no responsibility for the long-term storage of the data it collects. The regulations of the respective data sharing platforms apply.

5 Acceptance and delivery of samples

- 5.1 **Sample acceptance.** If a sample collection is planned, the SCMB must be informed at least 24 hours before the collection.
- 5.2 **Sample delivery.** When a sample is distributed, a *Sample release form* will be issued by the SCMB, which is signed by the recipient and handed over to the SCMB. Under no circumstances will the SCMB be liable for any personal injury resulting from the transportation, use, storage or disposal of released samples.

6 Rates

The tariffs for various services in the SCMB can be seen on the SCMB homepage. The SCMB charges different rates for academic and commercial users. The division into the corresponding tariff groups is carried out exclusively by the SCMB. The tariff classification and the costs incurred will be communicated to the users before the start of use and is mutually confirmed in a *Service Level Agreement*.

7 Acknowledgements

In scientific works that were created through the active participation of the SCMB, the SCMB should be acknowledged as follows: "*This work was supported by the Swiss Center for Musculoskeletal Biobanking (SCMB), Balgrist Campus AG, Zurich, Switzerland*". The work must be reported to the SCMB no later than 6 months after publication.