

User rules for the Viral Core Facility VCF

1. Preamble

In scientific research it is increasingly important to pool resources. Often tools are used for which the establishment is both time consuming and outside the area of expertise of the respective research group. One such tool is the use of viral particles to express exogenous proteins in cells or tissues or to interfere with endogenous protein expression with short-interference RNA. The Viral Core Facility (VCF) offers Charité scientists and external academic scientists ("non-profit Organizations") services for generation of viral particles. The user rules shall be binding for all users of the VCF.

2. User requirements

The user works in a "non-profit" laboratory, under genetic engineering safety level of at least S1.

For the assignment of the VCF by the user to generate a virus, the user holds an approval for working with the used DNA sequence and the resulting expressed proteins. This means he possesses an MTA (Material Transfer Agreement, e.g. Addgene plasmids MTAs), user permission from the scientist who provides this sequence for the user, or approval through commercial acquisition of the sequence.

3. Safety Regulations

3.1 Access Control

Entrance into the S2/S1 laboratories of the genetic engineering facilities 490/09 and 670/12 is only allowed after instruction by the scientific management of the VCF.

3.2 Transport of viruses

The transport of viral particles of safety level 2 (AV, LV) only occurs between S2 laboratories. The recipient laboratory must hold a license for the corresponding virus. Generally, when transporting on the road, the guidelines for the transport of infectious substances of Class 6.2 (UN3373, P650/ADR) will be deployed. Air cargo on dry ice will be done according to the guidelines of the IATA DGR. The research technician of the VCF is instructed on both processes and has the appropriate certifications.

3.3 Transduction of cells and transfer of S1 GMOs

In the case that the user lacks an S2 license, the transduction of cells can be performed by the VCF within the S2 facility of the VCF. This is done in consultation with the VCF. After infection, the cells are washed and transferred as S1 GMOs into the S1 facility of the user in appropriate unbreakable containers. Import of GMOs into the S1 facility of the user must be documented by the user in the corresponding "Fomblatt Z".

3.4 Use of the viruses

Viruses are produced exclusively for research purposes of Charité scientists or external academic scientists ("non-profit organizations") and must not be used for human, clinical, diagnostic or therapeutic applications.

4. Costs

The use of the VCF is with costs for all users. The currently valid price list of the services provided can be found on the VCF website (vcf.charite.de). For billing by ILV, a cost center, or for external users, a billing address must be specified. The VCF reserves the right to periodically adjust the prices at the beginning of the year.

5. Acknowledgment-regulation

In the case of a publication using a default-generated virus, the VCF makes no claims on co-authorship. However, the user agrees to mention the VCF in the acknowledgments. For further, extended services with scientific contribution through the VCF, co-authorship of the VCF will be claimed in agreement with the user.

6. Scientific development

The scientific management together with the Users Advisory Council will decide the scientific development of the VCF. The members of the council are listed in appendix II and meet as needed.

7. Capacity assignment

Under normal circumstances, all inquiries will be processed in the order in which the VCF received them. However, should demand for the services of the VCF exceed capacity, the VCF reserves the right to prioritize requests. In this case, requests from Charité scientists are treated preferentially. The scientific management informs external scientists about it. If the first prioritization is not sufficient, the projects are evaluated based on scientific relevance by the Users Advisory Council and set in order of processing accordingly.

8. Disclaimer

Claims for damages against the VCF are limited to intent and gross negligence. Liability for consequential damages is excluded.

The VCF is not liable for damages resulting from the fact that facilities cannot be maintained or cannot be maintained to the intended extent or if their operation has to be restricted or discontinued due to authority constraints.

9. Severability clause

Should individual provisions of the users rules be invalid, the validity of the remaining provisions shall not be affected thereby. Instead of the invalid provision, a provision shall be deemed that comes closest to what the VCF has wanted or would have wanted if the VCF would have been aware of the invalid provision. The same applies to any contractual gaps.

Dr. Thorsten Trimbuch

Head of the Viral Core Facility

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